

Thank you for contacting AAA-NORCAP. Our Intermediary Service is available to locate and contact your adopted relative. If you choose to use our services AAA-NORCAP will:

- support you throughout this process
- establish where any records are held about the adoption of your relative
- obtain information from those records about the identity of your relative after adoption
- locate the adopted person using specialist resources
- prepare you for the impact of renewed contact with your relative
- make contact with the adopted person and offer support and any assistance needed
- facilitate an exchange of information agreed by the adopted person and support whatever renewed contact is agreed between you and your adopted relative.
- be able to share with you non identifying information about your relative if actual contact is not possible

Providing this service involves a great deal of work and is only rarely completed in less than 9 months. AAA-NORCAP cannot guarantee that the outcome you hope for will be achieved; your adopted relative is the person who decides whether or not to have any contact with you. Over 25 years experience in intermediary work means AAA-NORCAP is able to provide a very skilful service that will achieve the best possible outcome for you all.

Very occasionally it may prove impossible to trace an adopted person. In the unlikely event that AAA-NORCAP cannot trace your adopted relative within one year, you will be offered a refund of part of the searching cost and Intermediary charge or alternatively you may prefer to opt for an annual review of the search. If your relative is subsequently found the case work will be completed as quickly as possible.

People who use this service will need to pay the costs involved; these are detailed on the enclosed application form. The payment for the service can be made by monthly instalments but will need to be fully paid before your relative is contacted. During the process we will talk with you to gain extra information about the agency that placed your relative for adoption and depending on how much you can tell us there may be an additional file location fee. If this applies in your case the reasons will be explained to you.

If you cannot afford to pay for the service AAA-NORCAP can help you to seek financial support. You might be able to receive an Intermediary service from your local authority or from the adoption agency that placed your relative for adoption. You may wish to contact those agencies before deciding to use AAA-NORCAP. We recommend you check out waiting times, costs and details of how the service will be provided before making your decision.

If you have not already done so you need to register on the AAA-NORCAP Contact Register at a cost of £15.00. If your relative is registered the process will be simpler and will cost less.

## Other Services for Birth Relatives

- If, by chance, you know the full identify of your relative after adoption please call 01865 875055, as there may be additional options available to you
- AAA-NORCAP maintains a list of accredited counsellors with expertise in the field of adoption, for further information please call 01865 875055.
- AAA-NORCAP runs occasional local and national events. For further information please see our website

[www.adultsaffectedbyadoption-NORCAP.org.uk](http://www.adultsaffectedbyadoption-NORCAP.org.uk)

## Application by Birth Relatives for Locate and Make Contact

**Before applying for this service you must first have entered your details on the AAA-NORCAP Contact Register, as a potential link will make this service unnecessary**

### PERSONAL DETAILS

<b>Title</b>	
<b>Full Name</b>	
<b>Address</b>	
<b>County</b>	
<b>Postcode</b>	
<b>Country</b>	
<b>Tel No (Daytime)</b>	
<b>Tel No (Evening)</b>	
<b>Mobile No</b>	
<b>Email Address</b>	
<b>Date of Birth</b>	

The initial payment for this service is £190 to cover the checks we are required to make and for getting the post adoption identity from the General Register Office. The balance of £650 can then be paid in full or alternatively by 10 monthly payments of £65. The instalments can be paid by credit card or standing order. Should we have difficulty in locating your adopted relatives adoption file there will be an additional fee of £75. This will be charged separately if applicable.

### INITIAL PAYMENT OF £190.00

- I enclose a cheque / postal order / money order made payable to NORCAP
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable)
- I will pay directly by credit or debit card by telephone (01865 875055) or fax (01865 875686)

Card No: ..... / ..... / ..... / .....

Start Date: ..... Expiry Date: ..... Issue No: .....

Name of Cardholder: .....

Signature of Cardholder: .....Date: .....

## Application by Birth Relatives for Locate and Make Contact

In addition to the information supplied when we recorded your details on the AAA – NORCAP register we will need you to complete the questions below and send this form to us together with the supporting documentation outlined. If you are unable to supply any of the details or certificates needed to start this work please call 01865 875055.

**BIRTH NAME OF THE ADOPTED PERSON** .....

**DATE OF BIRTH OF THE ADOPTED PERSON** .....

**YOUR RELATIONSHIP TO THE ADOPTED PERSON:**

- **Birth mother**
- **Birth father**

If you are the birth father were you named on the original birth certificate of the person who was adopted? YES / NO

If you are the birth father and are not named on the original birth certificate of the person who was adopted do you have any other documents or evidence to show you are the father? YES / NO

If NO please call 01865 875055 to discuss this further

- **Brother or Sister**
- **Other** (please specify)

If you are not the birth mother or birth father how are you related to the adopted person, please state your relationship and whether this is through his/her mother or father?

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 (If you are related through the birth father documentary evidence of this relationship is required. If you cannot evidence this please call 01865 875055).

Have you discussed this application with the adopted person's mother or father? YES / NO

- If yes was the parent supportive? YES / NO
- Is the birth parent deceased? YES / NO
- If yes please enclose copy of death certificate

**DOCUMENTATION REQUIRED**

The full birth certificate of the adopted person you are seeking to establish contact with

Your full birth certificate

If you have married or changed your name from that shown on your birth certificate please enclose the relevant documentary evidence to relate your current name to your birth name, such as your marriage certificate or deed poll

If none of the above documentation evidences your relationship to the adopted person being sought please enclose proof of this relationship

**AAA-NORCAP CHARGES**

I confirm that the information given above is correct and complete to the best of my knowledge.

Signed ..... Date .....