

## Application for Notification to NSW Registry of Births Deaths & Marriages to Register an Intercountry Adoption

(for adoptions finalised in a country covered by the Hague Convention on Intercountry Adoption, or a prescribed overseas jurisdiction, where DCJ authorised the adoption)

November 2023

Adult adoptees (18 years and over) and the legal guardians of adoptees are able to apply for a NSW birth certificate for a child when his/her adoption was finalised in a country covered by the Hague Adoption Convention, or a prescribed overseas jurisdiction, and NSW Department of Communities and Justice (DCJ) authorised the adoption.

In order for a NSW birth certificate to be issued, the intercountry adoption must first be registered by NSW Registry of Births, Deaths & Marriages. To enable that registration to occur, DCJ must receive an application from you requesting DCJ to notify NSW Registry of Births, Deaths & Marriages of the adoption.

**A. Your application to Communities and Justice must be accompanied by the following certified copies (where applicable) of:**

1. The Certificate of Conformity of Intercountry Adoption (Compliance Certificate) issued by the Central Authority under Article 23 of the Hague Convention, or an adoption agreement from the prescribed overseas jurisdiction where the adoption was finalised;
2. The Adoption Registration Certificate from the overseas country;
3. Your child's Abandonment Certificate (if applicable);
4. Court Civil Ruling Confirmation;
5. Household Certificate which names the adoptive parents;
6. The Letter of Confirmation from the Central Authority;
7. The letter from the Central Authority to the Department of Home Affairs;
8. The letter from the Department of Home Affairs advising of the Visa Grant Notice;
9. Your child's current Australian passport and the overseas country passport;
10. Your child's original birth certificate;
11. Your child's Australian Citizenship certificate;
12. Your passport as applicant/s;
13. Your marriage certificate;
14. Other child/ren's birth certificate/s from this relationship, if any.

**Please note:** Any document not in the English language must be attached with an English translation.

**B. In the absence of above (No's 1-6) legal documents, please provide other relevant legal documents from the Central Authority or prescribed overseas jurisdiction where the adoption was finalised and Communities and Justice will undertake a file review.**

### C. Completed application form

The Intercountry Adoption Program of DCJ will review the application and your documentation. If all the material supplied is accurate, we will forward a letter of endorsement with your supporting material to NSW Registry of Births, Deaths & Marriages.

There is no fee for this application. However, once the adoption has been registered, the NSW Registry of Births, Deaths & Marriages will charge for the issue of a birth certificate.

**Please note:** Your application will not be processed until ALL required documentation is received and certified as detailed above. We thank you for your co-operation.

Post the application to:                      Open Adoption Records Access  
Intercountry Adoption Program  
Department of Communities and Justice  
Locked Bag 5000  
PARRAMATTA NSW 2124

Phone:    (02) 9716 3003

Website:    [dcj.nsw.gov.au](http://dcj.nsw.gov.au)

**SECTION 1 – APPLICANT DETAILS**

Family name	Title (Mr/Mrs/Ms)
First given name	
Your date of birth	
Current address	
	Postcode
Postal address	
	Postcode
E-mail address	
Phone number	Home:                      Business:                      Mobile:
Are you:	<input type="checkbox"/> an Adoptee (over 18 years) <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Other (specify)
	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Not Indigenous

**SECTION 2 – ADOPTION DETAILS**

Child’s name at birth	Family name: Given name(s):
Child’s name after adoption	Family name: Given name(s):
Child’s sex	
Date of birth of child	/ /      Comments:
Multiple birth	Yes/No      If yes, please provide details:
Place of birth of child	Location/Hospital (if known): Suburb or Province: Country:
Birth Parent 1 Details	Family name: Given name(s): Occupation: Age: Date of birth: Place of birth:

Birth Parent 2 Details	Family name: Given name(s): Occupation: Age: Date of birth: Place of birth:
Adoptive Parent 1 Details	Family name: Given name(s): Occupation: Age: Date of birth: Place of birth: If born overseas, year of arrival in Australia:
Adoptive Parent 2 Details	Family name: Given name(s): Occupation: Age: Date of birth: Place of birth: If born overseas, year of arrival in Australia:
Date of marriage	
Place of marriage	
Adoptive parents' address at time of adoption	
Other children of this relationship	Name: Age: Date of birth: Sex:

**CERTIFICATION** (Please tick boxes)

I, the person named in Section 1, certify that the particulars shown above are true and correct, to the best of my knowledge and belief, for the purpose of inclusion in the register of births and I have attached the **following certified copies** and the translation documents in English if appropriate, of:

- The Certificate of Conformity of Intercountry Adoption (Compliance Certificate) issued by the Central Authority under Article 23 of the Hague Convention, or an adoption agreement from the prescribed overseas jurisdiction where the adoption was finalized,
- The Adoption Registration Certificate from the overseas country,
- Your child's Abandonment Certificate,
- Court Civil Ruling Confirmation.
- Household Certificate which names the adoptive parents,
- The Letter of Confirmation from the Central Authority,
- The letter from the Central Authority to the Department of Home Affairs,
- The letter from the Department of Home Affairs advising of the Visa Grant Notice,
- Your child's current Australian passport and the overseas country passport,
- Your child's original birth certificate,
- Your child's Australian Citizenship Certificate,
- Your passport as applicant/s,
- Your marriage certificate,
- Other child/ren's birth certificate/s from this relationship, if any.

If you have changed your name since the adoption, by marriage or by any other forms of name change, have you included a copy of **all** the documentation showing how you have come to use your current name? e.g. marriage certificate; deed poll certificate, Statutory Declaration explaining why you cannot produce documents showing your change of name and how your name changed, etc.

Signature of applicant: \_\_\_\_\_ Date: / /