



## IMPORTANT INFORMATION

### TO AVOID DELAY

- Complete the appropriate section in full and attach a photocopy of your legal birth certificate. **A baptismal certificate is not acceptable.** (All requests with incomplete information must be accompanied by a written explanation for the omission. If any portion of the relevant event information is left blank the application will be returned for completion.)
- Be sure you are authorized to make the request (see front section)
- Enclose the correct fee by cheque or money order (Canadian funds)
- Be sure your address and telephone number are correct and clear

### FEES

- The fee for each search of records and copy of birth registration and adoption order is \$50.00
  - Payment to be made in Canadian funds by cheque or money order payable to the Newfoundland Exchequer Account
- Fees are subject to change. Please contact a Government Service Centre for current fees.**

### MAKING A FALSE STATEMENT

Under the Adoption Act, it is an offence to make a statement that the person knows to be false or misleading in an application, or in connection with an application, for a copy of a birth registration or other record from the Vital Statistics Division, or for filing a disclosure veto or a no-contact declaration.

A person who makes a false statement commits an offence and is liable on conviction to a maximum fine of up to \$10,000 and/or a term of imprisonment.

### MAILING ADDRESS:

Confidential Services  
Vital Statistics Division  
Department of Government Services  
P. O. Box 8700, 5 Mews Place  
St. John's, NL A1B 4J6  
Phone # (709) 729-3308  
Fax # (709) 729-0946  
Website: [www.gs.gov.nl.ca/vs](http://www.gs.gov.nl.ca/vs)

Adoption Brochures and forms are available from Government Service Centres/Departmental Office listed below or may be downloaded from the government website: [www.gs.gov.nl.ca/vs](http://www.gs.gov.nl.ca/vs)

### GOVERNMENT SERVICE CENTRES/DEPARTMENTAL OFFICE

#### ST. JOHN'S OFFICE

5 Mews Place  
P. O. Box 8700  
St. John's, NL A1B 4J6  
Telephone: (709) 729-3308  
Facsimile: (709) 729-0946

#### HARBOUR GRACE OFFICE

P. O. Box 512  
7-9 Roddick Crescent  
Harbour Grace, NL A0A 2M0  
Telephone: (709) 945-3106/3107  
Facsimile: (709) 945-3114

#### CLARENVILLE OFFICE

8 Myers Avenue  
Clarenville, NL A5A 1T5  
Telephone: (709) 466-4061/4068  
Facsimile: (709) 466-4070

#### GANDER OFFICE

Fraser Mall, 230 Airport Blvd.  
P. O. Box 2222  
Gander, NL A1V 2N9  
Telephone: (709) 256-1420  
Facsimile: (709) 256-1438

#### GRAND FALLS-WINDSOR OFFICE

3 Cromer Avenue  
Grand Falls-Windsor, NL A2A 1W9  
Telephone: (709) 292-4348/4206  
Facsimile: (709) 292-4528

#### CORNER BROOK OFFICE

133 Riverside Drive, Noton Bldg.  
P. O. Box 2006  
Corner Brook, NL A2H 6J8  
Telephone: (709) 637-2387/2389/2490  
Facsimile: (709) 637-2905

#### HAPPY VALLEY-GOOSE BAY OFFICE

2 Tenth Street  
P. O. Box 3014, Stn. "B"  
Happy Valley-Goose Bay, NL A0P 1E0  
Telephone: (709) 896-5428/5430  
Facsimile: (709) 896-4340

#### MARYSTOWN OFFICE

1 Harris Drive  
P. O. Box 698  
Marystown, NL A0E 2M0  
Telephone: (709) 279-0837  
Facsimile: (709) 279-8031

#### STEPHENVILLE OFFICE

35 Alabama Drive  
Stephenville, NL A2N 3K9  
Telephone: (709) 643-8650/8635  
Facsimile: (709) 643-8654

#### ST. ANTHONY OFFICE

Viking Mall  
P. O. Box 28  
St. Anthony, NL A0K 4S0  
Telephone: (709) 454-8833  
Facsimile: (709) 454-3206

#### LABRADOR CITY OFFICE

118 Humphrey Road  
Labrador City, NL A2V 2J8  
Telephone: (709) 944-5859  
Facsimile: (709) 944-5630

website: <http://www.gs.gov.nl.ca/gs/vs/>  
e-mail: [vstats@gov.nl.ca](mailto:vstats@gov.nl.ca)



Government Services

**Accessing Records From Newfoundland & Labrador Vital Statistics  
Under the Adoption Act: Filing An Application For Service**

**ACCESS TO VITAL STATISTICS RECORDS UNDER THE ADOPTION ACT**

This explains the release of records under the Adoption Act and how to file the enclosed Application for Service Pertaining to an Adopted Person or Birth Parent Form. Additional forms may be obtained from any Government Service Centre listed on the back of this guide.

**ACCESS TO ADOPTION INFORMATION**

Over the last few decades societal attitudes toward adoption have changed. Increasingly, people involved in adoptions want greater openness and access to information.

The Adoption Act provides for greater openness in adoption. Adopted persons and birth parents may apply to the Vital statistics Division to obtain copies of birth registrations and adoption orders.

**ELIGIBILITY UNDER THE ADOPTION ACT**

The option of filing an application for service is available to adopted persons 19 years of age or older and to birth parents when the adopted person has reached 19 years of age.

**WHAT RECORDS ARE AVAILABLE TO ELIGIBLE APPLICANTS?**

Persons who were born and adopted in Newfoundland and Labrador will receive a copy of their original birth registration in their birth name (including the name of any birth parent on record) and a copy of their adoption order provided a disclosure veto has not been filed. This relates to adoptions finalized prior to April 30, 2003.

Birth parents of persons born and adopted in Newfoundland and Labrador will receive a copy of the adopted person's original birth registration; the adopted person's birth registration following adoption (including any changes of name consequent to the adoption); and a copy of the adoption order.

Persons who were not born in Newfoundland and Labrador but were adopted in the province will receive a copy of the adoption order and any identification particulars of the adopted person. Similarly, birth parents of persons adopted in Newfoundland and Labrador but not born in the province will receive a copy of the adoption order and any identification particulars of the adopted person following the adoption.

Before an adoption order is released to a birth parent, all identifying information pertaining to adoptive parents is deleted to protect their right to privacy.

## **WHAT ARE THE FEES AND ACCOMPANYING IDENTIFICATION REQUIRED FOR THIS SERVICE?**

For each search of records and a copy of a birth registration and adoption order, a fee of \$50.00 will apply. As proof of identity, applicants are required to attach a photocopy of their legal birth certificate to the Application for Service Pertaining to an Adopted Person or Birth Parent Form (a baptismal certificate is not acceptable). All applicants are requested to fill out this form to the best of their ability.

## **LIMITATIONS**

When a search for an adoption order is successful but a disclosure veto has been filed the Vital Statistics Division will release adoption orders; however, identifying information of the person filing the disclosure veto will be deleted. Where a written statement has been filed by an adopted person or a birth parent who has filed a disclosure veto, the Vital Statistics Division will forward this statement to the other applicant.

When a search for an adoption order is successful but a no-contact declaration has been filed the Vital Statistics Division will contact the applicant and advise them of the situation. The applicant will be provided with a Statutory Declaration and Undertaking Form that will require notarization of the undertaking and specifies the conditions under which information will be released. Only after processing the undertaking will the adoption information be released. Any written statement filed with the no-contact declaration will be forwarded to the applicant upon application. Failure to submit the undertaking in the form required will result in the information not being released.

## **WRITTEN STATEMENT**

In recognition of the importance of information to an adopted person or birth parent, the person filing a disclosure veto or no-contact declaration has the option of filing a written statement with the Vital Statistics Division. This written statement may include any information which the person chooses to disclose. Where a written statement has been filed by an adopted person or a birth parent, the Vital Statistics Division will forward this statement to the applicant upon completion of the processing of their application for birth registration and adoption order information. Forms are available from Government Service Centres/Departmental Offices as listed on the back of this application or may be downloaded from the government website: [www.gs.gov.nl.ca/vs](http://www.gs.gov.nl.ca/vs)