

The AAA-NORCAP Contact Register was established in 1982 in direct response to the needs of adults affected by adoption seeking to establish contact with “lost” relatives. At the end of March 2010 the register contained the details of 65418 people – the largest register of this type in the UK.

What happens when you register?

When you register your details and those of the adult affected by adoption you are seeking, the details you provide will be checked against the existing entries on the AAA-NORCAP Register.

By necessity, the information requested on the application form is quite detailed and you will not be expected to complete all the questions. Birth names and dates of birth are usually central to any search of the existing database, but if you do not have any vital information we can guide you on how to obtain this. The good news is that at the time of entering your details on the Register you do not have to submit any documentary evidence of either yourself or your relative, and the registration fee includes any subsequent changes.

How do you register?

You can either submit an application form online, send in your application by post, or call General Enquiries on 01865 875000 with your details. You can pay by all the usual means: cheque, postal order, credit or debit card.

What happens when you submit your registration details?

Once we have received your completed application form and your payment has cleared, your details and those of the person you are seeking will be entered onto the AAA-NORCAP Contact Register, and these will be checked against the existing entries on the database for a potential link. You will be informed within 20 working days whether a possible link has been found.

What happens if no potential link is found

This does not mean that your relative does not want contact, many adults are unaware of the AAA-NORCAP Contact Register. New registrations are constantly being received and these will always be checked against your entry on the register. Many adults affected by adoption who have registered without establishing a link have been helped and supported in successful reunions by AAA-NORCAP. You will be sent details of the options available to you when you are sent confirmation of your registration.

What happens if a potential link is found

AAA-NORCAP will notify all parties involved when a potential link occurs on the AAA-NORCAP Contact Register. All parties will be asked to provide documentation. Some of the links identified relate to people whose details were entered in the earlier years of the Register, and consequently these details have to be checked to see if they are still correct. Then all parties involved in a possible link are notified and asked to provide documentary evidence of their own identity and their relationship to the person sought. Once the link is proven, an Intermediary is appointed to liaise between the parties and to help them move toward reunion.

AAA-NORCAP will endeavour to progress a link without delay. However it may take one party some time to obtain the required documents. Or in some situations, other relatives may need to be told about the potential link and may need time to assimilate this. Priority will be given to the person who wishes to proceed more slowly. This may be frustrating for the other party involved, who may wish to proceed with greater speed, but AAA-NORCAP must respect the position of the person who may wish to take their time.

An adopted person will be asked to produce the following documentation:

- Original birth certificate
- Adoption certificate
- Marriage certificate, if applicable (or other documentation to confirm any change of name)

A birth mother will be asked to produce:

- Original birth certificate of the adopted person
- A copy of marriage certificate if married, or their own birth certificate (or other documentation to confirm any change of name)

A birth father will be asked to produce:

- Original birth certificate of the adopted person
- If not named on the birth certificate, then details of records on adoption agency file or confirmation from the birth mother that he is the birth father

Birth relatives other than a birth parent will be required to produce evidence to prove their relationship to the birth parents as well as the documentation the birth parent is required to produce

If the link is with a relative who is in contact with the birth parent, AAA-NORCAP would expect the birth parent of the adopted person to be made aware of the potential link: confirmation will be requested in writing.

When the necessary documentation has been provided by both parties involved, the potential link will be checked and both parties will be informed. An AAA-NORCAP trained Intermediary is appointed to take things forward

- The Intermediary will work with both people involved
- The Intermediary will only progress the contact at the pace requested by the person who wishes to proceed more slowly.
- No information relating to any party is disclosed without that person's agreement

Although AAA-NORCAP considers it essential to provide an Intermediary Service for those being linked on the AAA-NORCAP Contact Register the cost of doing so averages out at just over £200 per case including the administration. Therefore we ask that both parties contribute £100, each. This goes some way towards the costs of providing this service.

Should either person have moved from the address held on our records we will use resources available to try to update the address. If we are unsuccessful it will be necessary to use an AAA-NORCAP researcher to find the current address. This will need to be funded by the service user and an agreement will need to be signed.

Confidentiality

AAA-NORCAP is very conscious that people joining its register are disclosing a great deal of personal information, and the organisation is deeply committed to preserving your privacy – your details will not be disclosed to anyone without your prior permission. In addition, AAA-NORCAP is fully compliant with the many aspects of the law which cover confidentiality – the organisation is registered with the Data Protection Agency and is also fully compliant with the demands for security of data made on the charity as part of its registration with Ofsted as an Adoption Support Agency, for both physical and virtual records.

Application for Registration with AAA-NORCAP



PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms/Dr./Rev/other: _____

Full Name: _____

Address _____

_____ County _____

Country _____ Post code _____

Tel No (Daytime) _____ Tel No (Evening) _____

Email address _____ Date of birth _____

How did you find out about AAA-NORCAP? _____

PAYMENT for registration £15.00

Donation to support the work of AAA-NORCAP £_____ Please send me information on becoming a Friend of AAA-NORCAP

TOTAL £_____

- I enclose a cheque / postal order / money order made payable to NORCAP
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable)

Card No _____ / _____ / _____ / _____ Start Date ____/____/____ Expiry Date ____/____/____

Name of Cardholder _____ Issue No: _____

Signature of Cardholder _____

- I will pay directly by credit or debit card by telephone (01865 875000) or fax (01865 875686)

GIFT AID

Do you pay income tax or capital gains tax in the UK? YES / NO

If YES, AAA-NORCAP as a charity can benefit from an additional 28p from every £1 you donate to this charity and it will not cost you a penny more! If you are a UK taxpayer please sign the declaration below so AAA-NORCAP can claim this tax rebate.

I am a UK taxpayer and want AAA-NORCAP to treat as Gift Aid all donations I make from today's date until I notify you otherwise.

Signature _____ Date _____

EQUAL OPPORTUNITIES AND ANTI DISCRIMINATION

Please describe your ethnic origin _____

AAA-NORCAP aims to provide an equal and appropriate service to everyone, regardless of gender, age, sexual orientation, ability or disability, racial, religious or cultural heritage. To help us progress in this we need to know the background and special needs of all our members.

Do you have any disability/special needs that AAA-NORCAP needs to be aware of in order to provide good and accessible services to you? NO / YES

If YES please give details _____

Are there any other ways in which you might be at risk of discrimination? NO / YES If yes please give details _____

Please advise if the adoption that affects you personally was an inter-country or trans-racial adoption? _____

Application for Registration with AAA-NORCAP



DETAILS FOR THE AAA-NORCAP CONTACT REGISTER

Please provide as many of the following details as you can. Most people will not have all the answers. The date of birth and birth name of the adopted person are the most important but AAA-NORCAP can help you obtain this information if necessary.

Are you an:-

Adopted Adult	YES / NO		Adoptive Parent of an adult son or daughter	YES/NO
Birth Relative	YES / NO	If YES please specify:		
	Birth Mother	<input type="checkbox"/>	Birth Father	<input type="checkbox"/>
	Sister	<input type="checkbox"/>	Half Sister	<input type="checkbox"/>
	Brother	<input type="checkbox"/>	Half Brother	<input type="checkbox"/>
	Other	<input type="checkbox"/>	please specify	_____
			through which parent	_____
			through which parent	_____

What is the date of birth of the person who was adopted? _____

What was the full name of the adopted person **before** adoption? _____

Where was the adopted person born? _____

What was the name of the birth mother? _____

What was the name of the birth father (if known)? _____

Did the birth mother stay in a *Mother & Baby Home* around the birth? YES/NO/DON'T KNOW

Name of home if known _____

What was the name of the adopted person **after** adoption (if known)? _____

Date of adoption order from adoption certificate (if known) _____

Please name the Court which handled the adoption (if known) _____

Which agency arranged the adoption (if any)? _____

Which Local Authority or Social Services Department was involved (if any)? _____

Was there any Doctor/Solicitor/Social Worker/Clergy/Individual who had a significant role in the adoption? YES/NO
If YES please name _____

As far as you know was the adopted person a twin or triplet? YES/NO

OTHER INFORMATION

Have you also registered on the Adoption Contact Register operated by the **General Register Office**? YES / NO

If yes, have you used AAA-NORCAP as a c/o address on your GRO registration? YES / NO

DECLARATION

I understand that the details given above will not be disclosed to any individual or organisation without my consent, except AAA-NORCAP staff and voluntary workers, who will respect my confidence. The above details will be held electronically and AAA-NORCAP is registered with the Data Protection Agency. I confirm that the information given above is correct to the best of my knowledge.

Signature _____ Date _____

I wish to receive acknowledgement of my Contact Register application by Email YES/NO OR by Post YES/NO

For Office Use only: WDF