

The SFFC Action Pack advises that adopted people born in England or Wales make use of the service offered by the NHS to find out if their birth parent(s) are still alive. (*Adoption Agencies and Adoption Support Agencies are also allowed to make a similar enquiry to check that an adopted person is still alive and AAA-NORCAP makes this enquiry in every case when we take on Birth Relative Initiated Intermediary work*).

The provision of this service directly to adopted people by NHSCR was discontinued on 31 March 2008. NHSCR is no longer part of the Office of National Statistics but is now a section within the National Health Information Service and from 1 April 2008 an 'Alive or Deceased' service is being offered but only to:-

- Social Services
- Local Councils
- Registered Charities
- Registered Adoption Agencies

Adopted adults who now wish to make this check will need to channel their enquiry through one of those bodies.

AAA-NORCAP meets the criteria to request 'Alive or Deceased' checks and will do so for adopted adults.

To use this service you must provide a clear and complete photocopy of:-

1. Your original birth certificate – the full certificate, not the short version
2. Your adoption certificate – the full certificate, not the short version
3. The full birth certificate of your birth parent(s) for whom the check is required

NB: If your father is not named on your birth certificate other documents that demonstrate that he is your parent must be included.

If enquiring about your birth mother and you know she has since (re)married please enclose the relevant marriage certificates

(These documents are needed when the intermediary stage is reached so will not be wasted)

- The handling fee, just to cover the costs involved in doing this work is £35 for one enquiry
- The handling fee is £45 if the documents relating to both parents are provided for both to be checked

We understand that the NHS Information Service intend to introduce a charge for making these checks. When their charge is introduced it too will have to be passed on to the member using the service. We will review our own cover charge and make any adjustment necessary at that stage too.

TO USE THIS SERVICE, ONCE YOU HAVE BEEN REGISTERED ON THE AAA-NORCAP CONTACT REGISTER, PLEASE COMPLETE THE FORM OVERLEAF AND RETURN TOGETHER WITH YOUR SUPPORTING DOCUMENTATION

Before applying for this service you must first have entered your details on the AAA – NORCAP Contact Register, as a potential link will negate the need for this service

PERSONAL DETAILS

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

PAYMENT OF £35 or £45 (please delete as appropriate)

- 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:

**I wish AAA-NORCAP to make a check against the NHSCR "Dead or Alive" service for my:
BIRTH MOTHER / BIRTH FATHER / BOTH PARENTS**

Name: _____

Date of Birth: _____

Named on Your Birth Certificate YES / NO

I enclose:

- My full birth certificate
- My full adoption certificate
- The full birth certificate of my relative
- If your relative is not named on your birth certificate please enclosed documents that prove your relationship
- If you are seeking information about your birth mother please enclose marriage certificates relating to her marriage(s) of which you are aware

Signed Date