



# Accessing Records From The British Columbia Vital Statistics Agency Under The Adoption Act: Filing An Application For Service

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

This guide 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 Vital Statistics Agency or Government Agent's office in the province. The addresses of Vital Statistics Agency Offices are listed on the back of the guide. Staff in those offices are available to provide information and guidance regarding the requirements for filing this application for service form.

## 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.

Many adopted people want to know about their biological origins and cultural heritage. Birth parents also want information about the current health and well-being of children for whom they made an adoption plan. Adopted people and birth parents sometimes want to meet one another.

The *Adoption Act* provides for greater openness in adoption. When changes to the *Act* came into effect on November 4, 1996, adopted people and birth parents were able to apply to the Vital Statistics Agency to obtain provincial adoption records on file with the Vital Statistics Agency.

## ELIGIBILITY UNDER THE *ADOPTION ACT*

The option of filing an application for service is available to adopted people 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?

People who were born and adopted in British Columbia, will receive a copy of their original birth registration in their birth name (including the names of any birth parents on record) and a copy of their adoption order provided a disclosure veto has not been filed.

Birth parents of people born and adopted in British Columbia will receive a copy of the adopted person's original birth registration, a copy of the adopted person's birth registration following adoption including any change of name consequent to the adoption, and a copy of the adoption order.

Adopted people, who were not born in British Columbia 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 people adopted in British Columbia 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 any adoption record 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 the genealogy search fee will apply. As proof of identity, applicants are required to attach a photocopy of their birth certificate to the *Application for Service Pertaining to an Adopted Person or Birth Parent Form*. All applicants are requested to fill out this form to the best of their ability. Applicants should expect a turn around time of approximately 4 - 6 weeks for the release of their documents.

## LIMITATIONS

When a search for adoption records is successful but a disclosure veto has been filed under Section 65 of the *Adoption Act (as annotated on the birth event)*, the Vital Statistics Agency will release adoption records provided the information contained in the records does not allow for the identification of the person filing the disclosure veto. Where a written statement has been filed by an adopted person or a birth parent who has filed a disclosure veto, the Vital Statistics Agency will forward this statement to the other applicant.

When a search for adoption records is successful but a no-contact declaration filed under Section 66 of the *Adoption Act* exists (*as annotated on the birth event*), the Vital Statistics Agency 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)*, that specifies the conditions under which information will be released. Only after processing the undertaking will the adoption information be released including a copy of any written statement filed with the no-contact declaration. Failure to submit the undertaking in the form required will result in the information not being released. In addition, failure to submit the undertaking within 90 days of notification by the Vital Statistics Agency will result in the forfeiture of the service fee. Subsequent requests will be assessed the normal service fee.

The filing of a disclosure veto or no-contact declaration applies only to records held by the Vital Statistics Agency. For more information on disclosure vetoes and no-contact declarations, please request a copy of our pamphlet on these subjects from any Vital Statistics Agency or Government Agent's office in the province.

## 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 Agency. This written statement may include social, medical, and health information, and possibly, information on why contact or disclosure of identifying information is not desired at this time. Where a written statement has been filed by an adopted person or a birth parent who has filed a disclosure veto or no-contact declaration, the Vital Statistics Agency will forward this statement to the applicant upon completion of the processing of their application for birth registration and adoption order information.

### MAILING ADDRESS

Vital Statistics Agency  
Confidential Services  
PO BOX 9657 STN PROV GOVT  
Victoria BC V8W 9P3

Telephone: **250 952-2236**

Fax: 250 952-1829

Business Hours are: Monday to Friday 8:30 a.m. to 4:30 p.m.

Web Site: [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)

### VITAL STATISTICS AGENCY OFFICES

#### VANCOUVER:

250 - 605 Robson Street  
Vancouver BC V6B 5J3

#### KELOWNA:

101 - 1475 Ellis Street  
Kelowna BC V1Y 2A3

#### VICTORIA:

818 Fort Street  
Victoria BC V8W 1H8



Vital Statistics  
Agency

# APPLICATION FOR SERVICE

## Pertaining to an Adopted Person or Birth Parent

**PLEASE READ INFORMATION ON REVERSE OF THIS FORM**

Personal information on this form is collected under the authority of the **Vital Statistics Act** (RSBC C.479, 1996) and the **Adoption Act** (RSBC C.5, 1996). The information will be used to fulfill the requirements of the **Vital Statistics Act** and the **Adoption Act** for the release of adoption information. The release of this information is in compliance with the **Adoption Act**. If you have any questions about the collection and use of this information, contact the Coordinator for Confidential Services at Vital Statistics Agency, PO Box 9657 Stn Prov Govt, Victoria, BC, V8W 9P3 or by phone at 250 952-2236. This information is protected from unauthorized use and disclosure in accordance with the **Freedom of Information and Protection of Privacy Act** and may be disclosed only in accordance with that Act.

### INFORMATION ABOUT THE PERSON APPLYING

APPLICANT'S DATE OF BIRTH MONTH      DAY      YEAR	APPLICANT BORN IN BRITISH COLUMBIA <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>SHADED AREA FOR OFFICE USE ONLY</b>  <b>APPLICATION FOR SERVICE NUMBER</b> _____
SURNAME	GIVEN NAMES	
MAILING ADDRESS		
CITY/PROV/STATE/COUNTRY	POSTAL CODE	
HOME PHONE NUMBER (INCLUDING AREA CODE)	WORK PHONE NUMBER (INCLUDING AREA CODE)	

**I AM:**      **ADOPTED PERSON**            **COMPLETE SECTION A**     
 **BIRTH PARENT**            **COMPLETE SECTION B**  
 (19 years or older)      (of adopted person 19 years or older)

### SECTION A: to be completed by adopted person - as applicant (PLEASE PRINT)

NAME ON BIRTH CERTIFICATE AFTER ADOPTION SURNAME      GIVEN NAMES	<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE	DATE OF BIRTH MONTH      DAY      YEAR
BIRTHPLACE (CITY/PROV/STATE/COUNTRY)	PLACE OF ADOPTION (CITY/PROV/STATE/COUNTRY)	
SURNAME OF ADOPTIVE FATHER      GIVEN NAMES	BIRTHPLACE OF ADOPTIVE FATHER (CITY/PROV/STATE/COUNTRY)	
MAIDEN SURNAME OF ADOPTIVE MOTHER      GIVEN NAMES	BIRTHPLACE OF ADOPTIVE MOTHER (CITY/PROV/STATE/COUNTRY)	
BIRTH NAME (IF KNOWN)	BIRTH REGISTRATION NUMBER (FROM BIRTH CERTIFICATE)	

### SECTION B: to be completed by birth parent - as applicant (PLEASE PRINT)

PARTICULARS OF BIRTH PARENTS (AT TIME OF ADOPTED PERSON'S BIRTH)			
SURNAME OF BIRTH FATHER      GIVEN NAMES	MAIDEN SURNAME OF BIRTH MOTHER      GIVEN NAME(S)		
DATE OF BIRTH MONTH      DAY      YEAR	BIRTHPLACE (CITY/PROV/STATE/COUNTRY)	DATE OF BIRTH MONTH      DAY      YEAR	BIRTHPLACE (CITY/PROV/STATE/COUNTRY)
PARTICULARS OF ADOPTED PERSON PRIOR TO ADOPTION			
SURNAME      GIVEN NAMES	<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE	DATE OF BIRTH MONTH      DAY      YEAR	BIRTHPLACE (CITY/PROV/STATE/COUNTRY)
NAME OF ADOPTED PERSON FOLLOWING ADOPTION (IF KNOWN)			

SIGNATURE OF APPLICANT X \_\_\_\_\_  
 WRITTEN SIGNATURE OF APPLICANT (DO NOT PRINT)

# IMPORTANT INFORMATION

## TO AVOID DELAY

- Complete the appropriate section in full and attach a photocopy of your birth certificate (*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, money order or credit card (*Canadian funds*)
- Be sure your address and telephone number are correct and clear
- A service charge of \$20.00 will be levied on all cheques not honoured by the payee's financial institution

## FEES

- The genealogy search fee for each search of records and copy of birth registration and adoption order (*if available*) \$50.00\*
  - Payment to be made in **Canadian funds** by cheque, money order or credit card payable to the Minister of Finance
- \*Fees effective November 4, 1996 and all fees subject to change*

## PAYMENT METHODS

Cheque       Money Order       Visa       MasterCard       American Express

Interac/Cash payment may be made in person at one of our three offices. If paying by cheque or money order, make payable to the Minister of Finance.

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_

**Postdated cheques are not accepted**

\_\_\_\_\_  
*PRINT* Card holder name as shown on Credit Card

**AMOUNT ENCLOSED \$** \_\_\_\_\_

\_\_\_\_\_  
Card holder signature

## MAKING A FALSE STATEMENT

Under Section 86 of the *Adoption Act*, a person must not 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 Agency, or for filing a disclosure veto, or no-contact declaration.

A person who contravenes this section of the *Act* commits an offence and is liable on conviction to a fine

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