



An Ghníomhaireacht um
Leanaí agus an Teaghlaigh
Child and Family Agency

Tracing Application Form for Relatives of a Relevant Person

Birth Information and Tracing Act 2022

***The persons described below can apply for a tracing service only**

Please use this form to apply for a tracing service if you are one of the following:

- **A birth relative** of a relevant person who is not the son or daughter of the relevant person (i.e., a parent, grandparent, aunt/uncle, sibling, or cousin)
- **A relative** of a relevant person (that is, a parent, grandparent, aunt/uncle, sibling, or cousin, through their adoptive parent(s))
- **An adoptive parent** of an adopted child under the age of 18 make a tracing application on their behalf, to obtain or share information only.

Please use BLOCK CAPITALS when filling in this form and place an X in the appropriate boxes.

Sections of the form

Section 1: Applicant details

Section 2: Adoptive Child's Information

Section 3: Tracing Service

Section 4: Previous enquiries

Section 5: The Contact Preference Register (CPR)

Section 6: Applicant's signature and photo identification

Section 7: Authorised Person

Please read this important note before completing your application:

Please use BLOCK CAPITALS when filling in this form

By completing this application form you, or the person authorised by you, will help us to register your application for a tracing service, or both, depending on the option(s) you choose.

We understand that because of the personal and sensitive nature of the information you are providing, you may have questions about the form. If so, please feel free to contact Tusla at Tel: [0818 44 55 00](tel:0818445500) where we will be happy to assist you.

Section 1 : Applicant Details

Please tick the appropriate boxes to describe your relationship to the relevant person

In relation to the relevant person, I am:

Category:	Tick below:
Their mother	<input type="checkbox"/>
Their father	<input type="checkbox"/>
A full or half brother or sister	<input type="checkbox"/>
An Aunt	<input type="checkbox"/>
An uncle	<input type="checkbox"/>
A grandparent	<input type="checkbox"/>
A first cousin	<input type="checkbox"/>

OR

I am:

An adoptive parent of a child aged under 18 years	<input type="checkbox"/>
Please note: If you are an adoptive parent of a child aged under 18 years you can apply for a Trace to request or provide information only	

Section 1 – Applicant Details (continued)

** All applicants should make sure to insert their details here. If you are an adoptive parent, please ensure to insert your own details here and the child's details below.*

First Name:	Surname:
Any other names you may be known by or have used in the past:	
Date of Birth	(e.g., 01/01/1964)
Address: (please include Eircode if known)	
Phone:	
Landline:	Mobile:
Email Address:	

Section 2 – Adoptive Child's Information

***This section should be filled out by adopted parents only. If you belong to another category, please go to Section 3**

Child's Full Name:	D.O.B
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Section 3: Tracing Service

If you have any details about the person, you are tracing, please provide them below.

Please note in the case of the adoptive parent this person will be traced to request or provide information only.

First Name:	Surname:
Any other names they may be known by/ have used in the past (if known):	
Date of Birth (if known):	(e.g., 01/01/1964)
Adoption agency (if known):	Place of birth (if known):

Please provide any details you may know about the person being sought or any other related persons that could assist us in our search for you:

If you have any other information relevant to your application that you wish to supply, you can do so below:

Section 4: Previous enquiries

Have you previously looked for information about or traced the person you are now seeking (either on your own or through an adoption agency)? Yes No

If you answered 'Yes,' please give details:

Approximate year the trace took place: _____	Agency/body that conducted the trace:
Was the person being traced found: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any details you may know about the person being sought or any other related persons that could assist us in our search for you: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

How would you like us to communicate with you about this application?

Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Text	<input type="checkbox"/>
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*Please note that we can only send acknowledgements by email or post.

Please confirm if you wish to receive an acknowledgement Yes No

Section 5: The Contact Preference Register (CPR)

The Contact Preference Register (CPR) was created in 2022 and has replaced the National Adoption Contact Preference Register (NACPR).

The main purpose of the Contact Preference Register is to enable information sharing and contact between family members who have been separated through adoption, by being boarded out or at nurse, or who resided in an institution or had their births illegally registered. The Register also provides you with an opportunity to lodge a contact preference, including a request for privacy. As an applicant to the register you can lodge an item (For example – a letter or photograph) for a specified person, which will be given to that person if they too join or have previously joined the register.

If you previously joined the NACPR your details will automatically transfer to the CPR. This includes the contact preferences you chose on your application form for the NACPR. If you would like to update your preferences or any other details, such as your address or telephone number, please complete an application to the CPR and return it to the Adoption Authority. Once received, the Authority will update your details on the CPR.

If you did not join the old National Adoption Contact Preference Register, we would recommend that you apply for the new register.

If you would like to join or update your details on the CPR, please visit the Birth Information and Tracing website where you can find more information and complete or download the new Contact Preference Register application form.

Website: birthinfo.ie

You can also request the form by emailing the Adoption Authority at: records@aa.gov.ie or by post: **AAI, PO Box 9957, Dublin 4.**

Section 6: Applicant's signature and identification

Photo identification and proof of address:

We need a photo identification and proof of address to process this application to ensure we can keep your data safe and always protected. We can only process applications when we have verified your identity. Please provide one form of photo ID and one form of proof of address (This documentation DOES NOT need to be certified).

Accepted photo ID includes:

(Please tick one of these boxes)

Category:	Tick Below:
Passport	<input type="checkbox"/>
Drivers Licence	<input type="checkbox"/>
Garda Age Card	<input type="checkbox"/>
Public Services Card	<input type="checkbox"/>

Proof of Address

(Please tick one of these boxes)

Category:	Tick Below:
Utility bill	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>
Revenue letter	<input type="checkbox"/>

Signature:

Please print your name _____

Please sign your name _____

Date: _____

Section 7: Authorised Person

If you are an authorised person acting on behalf of the applicant, please give your details below

First Name:	Surname:
Date of Birth	(e.g., 01/01/1964)
Address: (please include Eircode if known)	
Phone: Landline:	Mobile:
Email Address:	

Note: By completing Section above you are confirming that the applicant has authorised you to act on their behalf. Please note that we will reply directly to the relevant person, rather than to the person noted above.

The logo for TUSLA, the Child and Family Agency. The word "TUSLA" is written in a large, bold, sans-serif font. The letter "U" has a small dot above it, and the letter "S" has a small dot above it. The logo is set against a background of overlapping green and yellow curved shapes.

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