



Údarás Uchtála na hÉireann
Adoption Authority of Ireland

Contact Preference Register (CPR)

Information leaflet

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Contact information

Adoption Authority of Ireland Contact details and Website information	
Email	records@aai.gov.ie
Post office box	Records Unit, PO Box 9957, Dublin 4
Address	Records Team Adoption Authority of Ireland Shelbourne House Shelbourne Road Dublin 4 D04 H6F6
Where to fill in a CPR application form online	www.aai.gov.ie
Phone	(01) 230 9300
Our website	www.aai.gov.ie

About this leaflet

This leaflet tells you about the Contact Preference Register (CPR) and its functions.

What is the CPR for?

The main function of the Contact Preference Register is to allow people who have been affected by adoption to register their contact preferences, and to assist in facilitating contact between people who have been matched on the register. If two applicants have joined the register and have registered that they would like contact with each other, this would be considered a potential match. See page 5 for more information on what happens if a potential match is found.

The register is also a way to lodge an item. Applicants can lodge an item, like a letter or photograph, for a specified person. The item will be given to the specified person if:

- the specified person is matched with the person who lodged the item on the register and agrees to receive the item
- the specified person is an adopted person who has applied to the Adoption Authority under BITA 2022 for their birth information and has chosen the option to receive provided items that may be filed for them

About the words used in the CPR application process

The application forms use words and terms that are generally associated with the adoption process. Here is a description of some of the words and terms used on the forms:

Adopted person: refers to a legally adopted child.

Boarded out: refers to a child that was placed in foster care by local authorities.

Father: refers to the birth father of an adopted child.

Fostered out: refers to a child who lived with a family and may have taken the family name but was never formally adopted.

Illegal Birth Registration: refers to a birth that was illegally registered and where no formal adoption took place.

Mother: refers to the birth mother of an adopted child.

Relevant Person: under the Birth Information and Tracing Act, this person refers to the following: an adopted person; a person who may have been fostered or boarded out; a person who may have spent time in a County Home or a Mother and Baby Home; or a person whose birth may have been illegally registered.

When was the CPR set up and why?

The Birth Information and Tracing Act 2022 called for the creation of a new contact register to replace the National Adoption Contact Preference Register (NACPR). In keeping with the terms of the Act, the CPR was created in 2022. While the CPR is similar to the NACPR, the CPR has improved functions that allow the Adoption Authority to:

- record important information, such as requests for privacy
- share information and
- lodge items for specified people. See more about lodging items on page 6.

Does joining the CPR result in a trace for my birth family or child?

No, joining the CPR does not result in a trace. If you would like to apply for a tracing service, please submit a tracing application form to the Tusla (The Child & Family Agency). You can complete an online application form at the following web address: www.tusla.ie or you can call Tusla on **0818 44 55 00** or by email: birthinfo@tusla.ie and they will be happy to provide you with further assistance and support.

What happens if a potential match is found?

A member of the Adoption Authority's social work team will contact both parties and inform them of the match and will discuss next steps with each party. Both parties will be given the option of availing of a mediation service if they wish.

What happens if a potential match is not found?

The person or people you are looking for may not be registered on the CPR. They may, in the future join the register but, in the meantime, if you wish to initiate the tracing process through Tusla (The Child & Family Agency), you can complete a tracing application form. You can complete an online form at the following web address: www.tusla.ie or you can call Tusla on **0818 44 55 00** or email: birthinfo@tusla.ie and they will be happy to provide you with further assistance and support.

What information does the CPR process and hold?

The CPR process and hold the information applicants give on their application forms. When you sign or make your mark on the application form, you give the Adoption Authority the consent to process and hold the following types of information:

- your personal details such as your name, address, email address, and your date of birth
- details you give about the person you would like to contact
- the level of contact you want with the person
- background information and/or medical information you would like to share

Can I lodge an item of interest through the CPR?

If you wish, you can lodge an item (like a letter or family memento) for the person named (specified person) on your CPR application form.

What kind of items can I lodge and how?

You can lodge any item on the CPR, including the following:

- letters
- photographs
- mementos (for example, family heirlooms or presents).

You can submit copies of letters or photographs with your online application form or

You can post items to the Adoption Authority of Ireland at the following address with your application form:

Records Team

Adoption Authority of Ireland

Shelbourne House

Shelbourne Road

Dublin 4

D04 H6F6

When will the specified person receive the item(s)?

The Adoption Authority will pass the provided item/s to the specified person:

- if there is a match and the specified person agrees to receive the provided item or
- If the specified person is an adoptee and has applied to the Adoption Authority under BITA (2022) for their birth and early life information and has chosen the option to receive provided items that may be on file for them.

Who can join the register?

The Adoption Authority of Ireland can accept CPR applications from the following:

- An adopted person (a legally recognised adoption).
- A person who was fostered or boarded out.
- A person who may have spent time in a County Home or a Mother and Baby Home.
- A person who may have been the subject of an illegal birth registration (where a birth was illegally registered, and no formal adoption took place).
- A mother or father of an adopted person (where either parent placed a child for adoption formally or informally).
- A sister or brother of an adopted person (where a brother or sister has been placed for adoption formally or informally).
- A grandparent, aunt, uncle, niece, nephew or cousin of an adopted person (where a relative has been placed for adoption formally or informally).
- An adoptive parent of an adopted child under 18.
- An adoptive parent of an adopted person or child who is deceased.
- A friend or relative of an adopted person who is deceased.
- A guardian or a caregiver of an adopted person.

If I am under 18, can I join the CPR?

No, to join the register you need to be at least 18 years' old. If you are an adopted child under 18, an adoptive parent may join on your behalf.

How do I send my application and lodgement item(s) (if applicable)?

Online

You can complete an application form online at www.aai.gov.ie

By email

You can email a copy of your application form and a copy of your valid in date photographic ID to: records@aai.gov.ie

By post

You can complete an application form and post it, together with a copy of your valid in date photographic ID to: Records Team PO Box 9957, Dublin 4

Identification

The following forms of identification are acceptable:

- Passport
- Driving Licence (including provisional licence)
- Garda Age Card

What type of contact can I choose?

There are five levels of contact. You can choose the level that you are most comfortable with. You may choose more than one level and you can change your mind at any time.

1. Seeking to contact

This means that you would like to have contact with the person you are looking for. The level of contact is entirely up to you. This could include exchanging a letter or email or could go as far as wanting to meet the person in question.

2. Willing to be contacted

Choose this option if you are willing to be contacted by a person who may be on the CPR seeking contact with you.

3. Seeking information

This option is if you are seeking to find out information. You may not necessarily want contact with a person(s) but would like any information they may be willing to share, such as medical and/or background information.

4. No contact

This option is if you do not want to have any contact with the person(s) named on your CPR application form.

In keeping with the Adoption Authority's legal obligation, if a "relevant person" applies for their birth information under BITA and their parent(s) had, prior to the receipt of the application registered a "No Contact Preference", the Adoption Authority will conduct an information session with the relevant person.

The information session can take place over the phone, or at a face-to-face meeting as requested by the “relevant person”. During the information session, the Adoption Authority will inform the relevant person of their parent(s) preference to have ‘no contact’ and their right to privacy. Once the information session has taken place, the birth information will be released to the relevant person.

Please be aware that under the new legislation, the relevant person can still request a trace for their birth family.

If a birth parent registers a “No Contact” preference and the “relevant person” has already received their birth information under BITA, an information session will not be held, and therefore the relevant person will not be informed of the “No Contact” preference.

Even if you choose a “No Contact Preference, you may, at a later date, be contacted by a member of staff from the Adoption Authority or Tusla (The Child and Family Agency) if necessary.

5. No contact but willing to share information

This option is available if you are not open to having contact with a person but would like to share information if there is a match. This could be very important for a “relevant person” because they could get information about their family history and/or medical issues that may be in a family.

If you are willing to share information, you can choose to share medical and/or background information. You can include details on the information you are willing to share.

What happens when I send in my application form?

1. The ID you provided will be checked to verify your identity.
2. Once checked the ID will be destroyed and will not be retained by the Adoption Authority.
3. Your application will then be processed, and your details will be entered on the CPR.
4. Once your details have been entered on the register, you will be sent a confirmation of this with a unique register number (unless you have expressed a wish not to be contacted).
5. If you are seeking contact, the register will be checked to see if the person(s) you are seeking contact with, or any other relative is/are on the register.
6. If a possible match is found and the person(s) you are seeking want contact, a member of the Adoption Authority’s social work team will contact you to discuss the next steps. You will only be contacted by a member of the social work team if there is a possible match.

Will my name stay on the CPR?

Yes, your name will stay on the register permanently unless you contact the AAI to request it to be removed. You will be required to send a copy of photographic identification with this request.

Please send your request and a copy of your valid in date photographic identification document:

by email to: records@aai.gov.ie or

by post to: Records Team, PO Box 9957, Dublin 4

Can I change my contact details or my preferences?

Yes, if you previously applied to the NACPR or CPR, you can inform the Adoption Authority of any changes to your contact details or contact preferences:

- online: by completing a new application form online with your new details at www.aai.gov.ie
- email: records@aai.gov.ie or
- post: Records Team PO Box 9957, Dublin 4

You will be required to provide a copy of your valid in-date photographic identification, as changes will only be made after your identity has been verified.

Can I nominate someone to complete my form or to be contacted on my behalf?

Yes, you can nominate a friend or a family member to complete your application form or to be contacted on your behalf. Here's what you need to do:

1. Sign the application form or make your mark at the end of the form.
2. In a separate letter (of consent), give the name of the friend or family member who is going to help you and state that you are giving them permission to act on your behalf and to be contacted on your behalf.
3. Sign or make your mark at the end of the letter of consent and date it.
4. Send the following:
 - the application form
 - the signed and dated letter of consent
 - your identification document (copy) and
 - photographic identification for the friend or family member who is helping you (copy).

Are potential matches always correct?

The Adoption Authority does its best to make sure the potential match is correct, but it cannot be guaranteed.

A correct match depends very much on the accuracy of the information that you and the other applicant give on the application forms. This is why you are asked you to give as much information as possible about the person you are trying to contact.

What laws govern how you use and hold my data?

To learn more about the laws that govern how the Adoption Authority of Ireland use and hold data, please see the BITA privacy statement on www.aai.gov.ie

What is the role of the Adoption Authority of Ireland in relation to the CPR?

The Adoption Authority of Ireland is responsible for all aspects of the CPR.

Where can I get more information?

If you have a question that is not covered in this leaflet, you can contact the Adoption Authority of Ireland by email at: records@aai.gov.ie or by phone at (01) 2309300.