



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

## **Contact Preference Register (CPR)**

**Information leaflet**

# Contents

Contact information .....	3
About this leaflet .....	4
What is the CPR for? .....	4
When was the CPR set up and why? .....	5
Does joining CPR result in a trace for my birth family or child? .....	5
What happens if a potential match is found? .....	5
What happens if a potential match is not found? .....	5
What information does the CPR process and hold? .....	6
How do I lodge an item of interest on the CPR? .....	6
What kind of items can I lodge on the CPR? .....	6
When will the specified person receive the item(s)? .....	6
Who can join the register? .....	7
If I am under 18, can I join the CPR? .....	7
How do I send my application? .....	7
What type of contact can I choose? .....	8
What happens when I send in my application form? .....	9
Will my name stay on the CPR? .....	10
Can I change my contact details or my preferences? .....	10
Can I nominate someone to complete my form or to be contacted on my behalf? .....	10
Are potential matches always correct? .....	11
What are the laws governing how you use and hold my data? .....	11
What is the role of the Adoption Authority in relation to the CPR .....	11
Where can I get more information? .....	11

## Contact information

### Adoption Authority of Ireland Contact details and Website information

<b>Email</b>	<a href="mailto:records@aai.gov.ie">records@aai.gov.ie</a>
<b>Post office box</b>	Records Unit, PO Box 9957, Dublin 4
<b>Address</b>	Records Unit Adoption Authority of Ireland Shelbourne House Shelbourne Road Dublin 4 D04 H6F6
<b>Where to fill in a CPR application form online</b>	<a href="http://www.birthinfo.ie">www.birthinfo.ie</a>
<b>Phone</b>	(01) 230 9300
<b>Our website</b>	<a href="http://www.aai.gov.ie">www.aai.gov.ie</a>

## 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 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 us 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 the 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 completed tracing application form to the Child & Family Agency (Tusla). You can find additional information about tracing and the Tusla tracing application form at [www.birthinfo.ie](http://www.birthinfo.ie)

### **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, you may wish to initiate the tracing process through the Child & Family Agency (Tusla). To do this, you will need to complete a tracing application form. Please visit the Birth Information and Tracing website, where you can find the Tusla tracing application form: [www.birthinfo.ie](http://www.birthinfo.ie)

## **What information does the CPR process and hold?**

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

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

## **How do I lodge an item of interest on the CPR?**

You may like to lodge an item (like a letter or family memento) for the person named (specified person) on your CPR application form. If so, please send the item with the application form to the Adoption Authority of Ireland.

If the item is too big to fit in the envelope with your application form or too large to fit in a PO Box, package it securely and send it to the following address:

Records Unit, Adoption Authority of Ireland,  
Shelbourne House,  
Shelbourne Road,  
Dublin 4,  
D04 H6F6

## **What kind of items can I lodge on the CPR?**

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

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

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

We 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

- If there is no match but 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 either formally or informally).
- A sister or brother of an adopted person (where a brother or sister has been placed for adoption either formally or informally).
- A grandparent, aunt, uncle, niece, nephew or cousin of an adopted person (where a relative has been placed for adoption either 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)?

### 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](mailto: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 Unit PO Box 9957, Dublin 4.

## Online

- You can complete an application form online at [www.birthinfo.ie](http://www.birthinfo.ie)

## Identification

We accept **copies** of the following forms of identification:

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

## What type of contact can I choose?

There are five levels of contact. You should 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

This option is chosen 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 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) has registered a No Contact Preference, the AAI will conduct an information session with the relevant person. This session may be done over a phone call or at a face-to-face meeting as requested. 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 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 the Child and Family Agency (Tusla) 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 person because they could get information about their family history or any relevant genetic medical issues that may be in a family.

If you are willing to share information, you can choose to share medical or background information or both. You can then write a short note on the information you are willing to share.

## **What happens when I send in my application form?**

1. We will check your identification document to verify your identity.
2. Once we are satisfied that you are who you say you are, we will destroy the copy of your identification document.
3. We will then proceed to process your application and enter your details on the CPR.
4. Once your details have been entered on the Register, we will send you a confirmation of this with the Register ID (unless you expressed a wish for us not to contact you).
5. If you are seeking contact, we will check the Register to see if the person(s) you are seeking contact with, or any other relative are on the Register.

6. If we find a possible match and the person(s) want contact, a member of our Social Work Team will contact you to discuss the next steps. You will only be contacted by our 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 us and ask us to remove it. If you do this, please send in a copy of photographic identification again, as we don't keep the document you sent with your initial application.

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

by email to: [records@aai.gov.ie](mailto:records@aai.gov.ie) or

by post to: Records Unit, 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 Ireland of changes to your contact details or contact preferences either by:

- email: [records@aai.gov.ie](mailto:records@aai.gov.ie)
- post: Records Unit PO Box 9957, Dublin 4 or
- online: Complete an application form online with your new details at [www.birthinfo.ie](http://www.birthinfo.ie)

You will need to provide a copy of your valid in date photographic identification, as we will only make changes when we have verified your identity.

### **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. Tell us that you are happy to allow them 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 us the following:
  - the application form
  - the signed and dated letter of consent
  - your identification document (copy)
  - identification for the friend or family member who is helping you (copy).

### **Are potential matches always correct?**

We do our best to make sure the potential match is correct, but we cannot guarantee it.

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

### **What are the laws governing how you use and hold my data?**

To learn more about the laws that govern how the Adoption Authority of Ireland uses and holds your data, please see the **BITA privacy statement** on [www.birthinfo.ie](http://www.birthinfo.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 also contact the Adoption Authority of Ireland by email at: [records@aai.gov.ie](mailto:records@aai.gov.ie) or by phone at (01) 2309300