



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

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

**Information leaflet**

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## Contact information

<b>Contact details and website information</b>	
<b>Email</b>	<a href="mailto:records@aai.gov.ie">records@aai.gov.ie</a>
<b>Post office box</b>	PO Box 9957, Dublin 4
<b>Address</b>	Information and 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://birthinfo.ie">birthinfo.ie</a>
<b>Phone</b>	(01) 230 9300
<b>Our website</b>	<a href="https://aai.gov.ie/en/">https://aai.gov.ie/en/</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 enable contact between people who have been affected by adoption, including those who were separated from their families by being boarded out or whose births were illegally registered. The register is also a way to lodge a contact preference, including a request for privacy.

Applicants to the register can lodge an item, like a letter or photograph, for a specified person. We will give this to the specified person if they join or have previously joined the register. For more information on lodging an item, see page 7 of this leaflet.

## 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.

**Nursed out:** refers to a child that was placed in foster care by a private person or agency.

**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 mother of a child who was adopted out.

**Relevant Person:** under the Birth Information and Tracing Act, this person refers to the following: an adopted person; a person who may have been nursed or boarded out; a person who may have spent time in a Mother and Baby Home or other institution; 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 calls 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 7.

## **What if I already joined the National Adoption Contact Preference Register (NACPR)?**

If you previously joined the NACPR, we will automatically move your details to the CPR. This includes the contact preferences you chose on your application form for the NACPR. For example, if you chose the no contact option on the NACPR, this preference will be carried over to the CPR.

If you would like to update your contact preferences or any other details, like your address or phone number, please join the CPR by filling out an application form and returning it to the Adoption Authority. When we receive it, we will update your details accordingly.

For full information about applying to the CPR, please see pages 9 and 10.

## **Can the CPR help me to trace my birth family or child?**

No, the CPR is not a tracing service. If you would like to apply for a tracing service, please visit the Birth Information and Tracing website, where you can find additional information and the tracing application forms:

- [birthinfo.ie](http://birthinfo.ie)

### **What happens if a potential match is found?**

If we find a potential match on the register, we will let you know and direct you to the body that holds the relevant adoption files.

For example, if the adoption agency that handled you or your relative's adoption was St Patrick's Guild, we will direct you to the Child and Family Agency (Tusla). This is because Tusla is the body that holds the relevant records.

If we hold the relevant adoption agency files, we will contact you to let you know about the match and offer advice on the next steps.

### **What happens if a potential match is not found?**

The person or people you are looking for may not be registered on the CPR. In this case, you may wish to begin a trace yourself. To do this, you will need complete the Birth Information and Tracing form. Please visit the Birth Information and Tracing website, where you can find the tracing application forms:

- [birthinfo.ie](http://birthinfo.ie)

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

The CPR holds and processes only information which you and other applicants give on the application form. When you sign or make your mark on the application form, you give us consent to hold and process your personal information.

This includes, for example:

- your personal details
- any details you can 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 on your CPR application form. If so, please send the item with the CPR application form to the Adoption Authority.

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

### **Information and 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 to the specified person:

- if the specified person has previously joined the CPR and agrees to accept the provided item
- if the specified person joins the CPR and agrees to accept the provided item.

We have to receive a request from the specified person before we can pass on the item. If the specified person does not contact the Adoption Authority, either personally or through a separate body, such as Tusla, we will not pass the item on.

## What information does the CPR not hold?

Unless on the CPR application form, the CPR does not hold information about:

- births
- adoptions
- birth families
- adoption families
- medical history.

## Can Adoption Authority staff access my information on the CPR?

Yes – but only a small number of authorised and specially trained staff have access to the CPR. All records on the CPR are held in a secure electronic format. The CPR must comply with the Adoption Authority's data protection obligations.

We will use the information you give us to look for potential matches on the register and to contact you about your application. We will contact you only to the extent that you have asked for contact.

## Who can join the register?

The Adoption Authority can accept CPR applications from the following:

- An adopted person (a legally recognised adoption).
- A person who was nursed or boarded out (a care arrangement that may have been organised by the State).
- A person who may have spent time in a Mother and Baby Home or other institution. This may have been before a formal adoption took place or a care arrangement was organised. It includes mothers and children.
- A person whose birth may have been illegally registered (where a birth was illegally registered and no formal adoption took place).
- Mother or father of an adopted person (where either parent placed a child for adoption either formally or through a care arrangement).
- Sister or brother of an adopted person (where a brother or sister has been placed for adoption either formally or through a care arrangement).



- Grandparent, aunt, uncle or first cousin of an adopted person (where a relative has been placed for adoption either formally or through a care arrangement).
- Adoptive parent of an adopted child under 18.
- Adoptive parent of an adopted person or child who is deceased.
- A friend of an adoptee or mother or father who is deceased.
- Guardian or caregiver of an adoptive person or a person placed through a care arrangement.

### **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.

### **Do you have a question?**

If you have any questions about sending your application, please phone us at:

- 01 230 9300 – (calling from Republic of Ireland).
- 00353 1 230 9300 – (calling from abroad)

## How do I send my application?

### By email

You can email a copy of your application form and a copy of photographic ID to:

- [records@aai.gov.ie](mailto:records@aai.gov.ie)

### Using our Post office box address

You can complete an application form and post it, together with a copy of your photographic ID to:

- PO Box 9957, Dublin 4.

### Address for large physical items of significance

If you are sending a physical item of significance (for example a family memento), it may not fit in our PO Box. In that case send it to:

### Information and Records Unit

### Adoption Authority of Ireland

Shelbourne House

Shelbourne Road

Dublin 4

D04 H6F6

### Online

You can also complete the application form online at:

- [birthinfo.ie](http://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 contact with the person(s) named on your CPR application form.

In keeping with the Adoption Authority's legal obligation, where a request for records or information is received from a relevant person and a preference of 'no contact' has been registered by a parent on the CPR, the Adoption Authority 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 family member's right to privacy and convey their preference to have 'no contact'.

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, there is an option on the form to specify what medical or background information you will share. You can choose both and write a short note on what information you would like to share.

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

1. We will check your identification documents 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 send you a letter to say that we have received and processed your application. However, if you have said you do not wish us to acknowledge your application, we will not contact you.
4. We will enter your information onto the register.
5. At this stage, we will check the register to see if any relative of yours has joined and what their contact preferences are.
6. If we find a possible matching application, we will contact you discuss this. We will not contact you unless there is a match.

## **Will my name stay on the CPR?**

Yes, your name will stay on the register permanently unless you write to 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 identification document by email to [records@aai.gov.ie](mailto:records@aai.gov.ie) or post it to PO Box 9957, Dublin 4

## **Can I change my contact details or my preferences?**

Yes, if you previously applied to the CPR, you can write to us with the changes.

You will have to send a copy of photographic identification with your request, as we will only make changes when you have verified your identity.

Please send your changes and certified identification document either by:

- email: [records@aai.gov.ie](mailto:records@aai.gov.ie) or
- post: PO Box 9957, Dublin 4.

Please remember that if we need to contact you, we will use the address, phone number or email you have given us. It is your responsibility to update us if there is any change to your contact details.

## **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, give the name and address 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 and get your friend or family member to sign their name too.
4. Send us the following:
  - the application form
  - the letter
  - 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 **CPR privacy statement**.

## **What are the roles of the Adoption Authority and Tusla?**

The Adoption Authority is responsible for all aspects of the CPR. This means the Adoption Authority is the agency that identifies all potential matches on the CPR.

Where a potential match on CPR is identified, we will check the CPR form you completed to confirm your contact preferences.

Tusla is the Child and Family Agency.

If Tusla holds the adoption file, we will write to it advising it that we have a potential match and give Tusla the necessary details. Tusla will then be responsible for following up on contact preferences.

## **Where can I get more information?**

If you have a question that is not covered in this leaflet, please visit:

[birthinfo.ie](http://birthinfo.ie)

You can also contact us by email at: [records@aai.gov.ie](mailto:records@aai.gov.ie) **or** by phone at (01) 230 9300.

## Who holds adoption records?

### The Adoption Authority of Ireland holds the following adoption records:

All Adoption Authority records from 1952 onwards

Bethany House

Cúnamh formerly the Catholic Protection and Rescue Society of Ireland (CPRSI)

Denny House

Fairfield Children's Home

Family adoptions

Here2Help, including pre-2010 PACT (Protestant Adoption Society) files

Private adoptions from 1952 – 1991

Private placements

St Brigid's Adoption Society

St Therese Adoption Society

The Magdalen Home

The Nursery Rescue Society

## The Child and Family Agency (Tulsa) holds the following adoption records:

Ard Mhuire Mother and Baby Home, Dunboyne

Bessbororough Mother and Baby Home

Bethany Home

Bethany House Nursing Home

Castlepollard Boarded Out Records

Castlepollard Mother and Baby Home

Catholic Women's Aid Society

Cavan Boarded Out

Challenge Adoption Society

CLANN Adoption Services

Clifton Lodge Nursing Home

Denny House

Donegal Boarded out and Nurses out Children

Dublin Board of Assistance

Dublin Health Authority

Hatch Street Nursing Home

HSE – NAHB Northern Area Health Board

HSE – North Eastern Health Board (NEHB)

HSE – North Western Health Board

HSE – Western Health Board, HSE and Tusla

Laois Midlands Health Board, Boarded Out

Leitrim Boarded out and Children at Nurse Records

Limerick and Clare Boarded out

Limerick Catholic Adoption Society

Longford Midlands Health Board, Boarded Out

Mayo County Council



## The Child and Family Agency (Tulsa) holds the following adoption records:

Meath Boarded Out

NAHB (Northern Area Health Board) At Nurse and Boarded Out

National Maternity Hospital, Holles St, Dublin 2

Offaly Midlands Health Board, Boarded Out

Ossory Adoption Society

Regina Coeli Hostel

Rotunda Girls Aid Society (RGAS)

Sean Ross Abbey, Roscrea, Co Tipperary

SEEK Adoption Society

Sligo Boarded out files: Sligo Boarded Out Records and Children at Nurse (area's Boyle, Carney, Easkey, Gurteen, Skreen and Sligo)

Sorrento House Nursing Home

South Cork Boarded Out records. Board of Public Assistance (later Cork Health Authority/Southern Health Board)

Southern Health Board

St John's Adoption Society, Co Waterford

St Joseph's Baby Home

St Joseph's Baby Home Records

St Joseph's Hospital, Stranorlar, Lifford, Co Donegal

St Joseph's Nursing Home/Workhouse

St Jude's Nursing Home

St Kevin's Adoption Society

St Patrick's Hospital Fermoy

St Peter's Maternity Hospital County Westmeath

St Rita's Nursing Home

St Anne's Adoption Society

St Anthony's Nursing Home

**The Child and Family Agency (Tulsa) holds the following adoption records:**

St Attracta's Adoption Society

St Catherine's Ennis/ Clarecare

St Clare's Adoption Society, Stamullen

St Helier Nursing Home

St Louise's Adoption Agency

St Mary's Adoption Society

St Mura's Adoption Society

St Nicholas Adoption Society

St Patrick's Guild, Adoption Society

St Patrick's Mother and Baby Home

The Castle Mother and Baby Home, Donegal

Tivoli Nursing Home

Tuam Mother and Baby Home

West Cavan Children at nurse records

Western Health Board

Western Health Board Boarded Out

Westmeath Midlands Health Board, Boarded Out