



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

**The National Adoption
Contact Preference Register (NACPR)**

Information leaflet

About this leaflet

This leaflet tells you about the National Adoption Contact Preference Register (NACPR) and how it can help in your search for a birth relative if you or your relative were adopted.

What is the NACPR?

The NACPR is a voluntary register of adopted people and birth family members who would like to make contact or share information with each other. In the Adoption Authority, we refer to people who use the NACPR as 'applicants'. As an applicant, you can tell us on the NACPR application form how much contact you want with your relative and we will respect your wishes.

When was the NACPR set up and why?

The NACPR was set up in 2005 as a way for people affected by adoption to make their wishes known about having contact with their birth family.

Can the NACPR help me to trace my birth family or child?

No, the NACPR is not a tracing service. We try to match people based on the information they give on the NACPR application form. When we believe two people are related, we say that there is a 'potential match' on the register.

What happens if a potential match is found?

If a potential match is found on the register, one of our social workers will contact you to explain the next steps. Many of the old adoption agencies have closed down and their records have been transferred to Tusla – the Child and Family Agency. Depending on where the file relating to your adoption is held, some potential matches are referred to Tusla's service for an information, search and reunion service. Our social workers will explain all of this clearly to you and seek your consent and the consent of the person you were matched with before contacting Tusla.

What happens if a potential match is not found?

The person or persons you are looking for may not be registered on the NACPR. In this case, you may wish to begin a trace yourself if you are the adopted person or birth parent. To do this you will need to know the agency through which you were adopted. The table at the end of this leaflet provides details of the location of all adoption files. If you are still unsure, please write to us requesting this information and we will help you where possible.

We encourage you to give as much information as possible to help us make a potential match.

What information does the NACPR hold and process?

The NACPR only holds and processes information which you and other applicants give voluntarily on the application form. When you sign 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 relative you would like to contact,
- the level of contact you want with your relative, and
- any background information or medical information that you would like to share.

What information does the NACPR not hold?

The NACPR does not hold information about births, adoptions, birth families, adoption families, or medical history unless it has been given on the NACPR application form.

Can staff in the Adoption Authority access information about me on the NACPR?

Yes – but only a small number of authorised and specially trained staff have access to the NACPR. All records on the NACPR are held in a secure, electronic format. The register must comply with the Adoption Authority's data protection obligations. The information you give will be used to look for potential matches on the register and to contact you about your application to the extent that you have asked for contact.

Who can join the register?

- Adopted people
- Informally adopted people
- People who were placed with a family before adoption became legal in 1952
- People who were boarded out, fostered or possibly illegally registered
- People who were born in Ireland, but adopted abroad such as in the USA, UK or Northern Ireland
- Birth parents
- Any birth relative of an adopted person (brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, grandparent, grandchild, cousin)
- Foster family

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

At the moment we cannot accept applications if you are under 18.

Where do I send my application?

You can email a copy of your application form and certified identification to tracing@aai.gov.ie.

Or, you can complete an application form and post it, together with a certified copy of your identification document to: PO Box 9957, Dublin 4.

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

- Passport
- Driving Licence (including provisional licence)
- Public Services Card
- Student Card
- GP Visit Card
- Senior Citizens Travel Pass
- Pension Book

How do I get my identification document certified?

You can go to your local Garda (police) station and get your document certified for free, or you can go to a solicitor and pay a fee. For applicants outside of Ireland, a certified copy of your passport, driving licence and work visa are acceptable forms of identification. These should be certified by a Document Certification or other relevant service.

Here's what you have to do:

1. Photocopy your chosen identification document.
2. Bring the photocopy and the original document to a Garda (police) station or solicitor or Document Certification or other relevant service if you live outside of Ireland.
3. A Garda (police officer) or the solicitor will check that the photocopy is a true copy of the original and will stamp the photocopy.
4. Send the stamped (certified) photocopy of the identification document (not the original document) to us along with a completed application form. The address to send it to is PO Box 9957, Dublin 4.
5. If you prefer, you can email it to us at tracing@aai.gov.ie

Why do I need to have my identification document certified?

We take our obligation to protect your privacy seriously. To protect your privacy and security, and to make sure you are who you say you are, we need to verify your identity. We understand that some applicants may experience challenges when dealing with the request to verify identification documents. If you are finding this process difficult or would like some assistance, we are here to help.

Here is our contact information

 Email: tracing@aai.gov.ie

 Postal address: PO Box 9957, Dublin 4

 Telephone: 00353 1 230 9300

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. Willing to meet

This means that you are willing to meet the relative you are looking for. A reunion can be a very positive experience, but it is important to be prepared. Meetings should always be planned with care and concern for everyone involved.

We have produced a booklet with advice on meeting which we will send to you to help you prepare. In addition, a social worker will work with you and your relative before you actually meet.

2. Exchange of letters or information, or contact by phone or email

You should choose this level of contact if you would like to build a relationship with someone before deciding if you would be comfortable to meet. You can decide what suits you best – for example, letters, emails or telephone calls.

3. No contact, but willing to share medical information

For adopted people, it is important to have as much knowledge as possible of their birth family's medical background. We strongly encourage you to choose this option if you do not feel ready for contact at the moment. It may also be the case that an adoptee wants to make contact with birth siblings to share medical information. For example, if an adoptee is diagnosed with a genetic illness and they want to let their birth siblings know.

4. No contact, but willing to share background information

If you don't want to have direct contact with your relative at the moment, you can give some personal information about yourself. For someone who is adopted and who knows nothing about their birth family member, it can be very helpful for them to know that their relative is alive and well.

5. No contact at the moment

There may be many reasons why you do not want to have contact with your relative at the moment. If your relative joins the register and is looking for you, you can state on the application form that you would like to be told about this discreetly. You can then decide what you want to do. If you are told that someone is looking for you, but you do not want contact at the time, we will respect your wishes.

If we are given medical information that our medical advisor believes you need to know about, we will contact you to ask if you would like to receive this information, even if you have said that you do not want any contact. Whatever you decide, we will respect your decision.

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 and photo. For this reason, don't be surprised if we ask you for certified identification in the future. You can re-use the certified document you originally sent us within 12 months if you need to make changes to your application such as changing your name or address.
3. We will send you a letter to say that we have received your application if you have consented to be contacted by us.
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 is looking for you, or is willing to share information with you.

If we find a possible matching application, one of our social workers will contact you to discuss this. You will not be contacted unless there is a match.

Will my name stay on the NACPR?

Yes, your name will stay on the register permanently unless you write to us and ask us to remove it. If you do this, you will have to send in your certified identification again as we will not have kept the document you sent with your initial application. Please send your request and certified identification document by email to tracing@aai.gov.ie or post it to PO Box 9957, Dublin 4.

Can I change my contact details or my preferences?

Yes, you can write to us with the changes. You will have to send certified identification with your request as we will not make any changes until we have verified your identity. Please send your changes and certified identification document by email to tracing@aai.gov.ie or post it to 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 a friend or family member to complete my form or to be contacted on my behalf?

Yes. 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 to help you and say 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 this letter and get your friend or family member to sign their name too.
4. Send us the following:
 - the application form,
 - the letter,
 - your certified identification document, and
 - certified identification for the friend or family member who is helping you.

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.

Remember: even where a potential match is made, we cannot arrange a meeting unless both you and your relative consent to the contact. Due to the passage of time, the Adoption Authority will always seek applicants' consent at the time the potential match is made.

What are the laws governing how the Adoption Authority uses and holds my data?

To learn more about the laws that govern how the Adoption Authority of Ireland uses and holds your data, please see the [NACPR privacy statement](#).

What are the roles of the Adoption Authority and Tusla (the Child and Family Agency)?

The Adoption Authority are responsible for all aspects of the NACPR. As such, the Adoption Authority will be the agency that identifies all potential matches on the NACPR.

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

The AAI Social worker will try to establish contact with each party in turn to re-affirm their consent for contact.

There may be occasions with the AAI social worker is unable to make contact with either party. In these circumstances it will not be possible to organise contact.

If the person is found and the AAI hold their file, the AAI social worker team will follow up on their contact preferences.

Where Tusla holds the file, the AAI social work team will write to Tusla advising them that a potential match has occurred and provide Tusla's social workers with the necessary documents. 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 our website. You can also contact us by email at tracing@aai.gov.ie or by phone at (01) 230 9300.

This table provides details of the location of all adoption files

Who holds the records

Adoption Authority of Ireland
Shelbourne House
Shelbourne Road
Ballsbridge
Dublin 4
D04 H6F6
Tel: 01 230 9300
Email: tracing@aai.gov.ie

What records they hold

Bethany House

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

Denny House

Fairfield Children's Home

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

St. Therese Adoption Society

The Magdalen Home

The Nursery Rescue Society

Private adoptions from 1952-1991

Private placements

Family adoptions

Adoption files for all legal adoptions 1952 to date

This table provides details of the location of all adoption files

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
2nd Floor Nexus Building
Blanchardstown Corporate Park
Dublin 15
D15 CF9K
Tel: 01 897 6858
Email: adoptiondne@tusla.ie

What records they hold

Dublin Health Authority / Dublin Board of Assistance

Rotunda Girls Aid Society RGAS

St. Louise Adoption Society

St Patrick's Home Navan Road Dublin 7

St Rita's Nursing Home

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
PO Box 13018
Dublin 1
Tel: 01 795 7272
Email: adoptionrecords@tusla.ie

What records they hold

St. Attracta's Adoption Society

St. Catherine's Adoption Society

St. Mura's Adoption Society

St. Patrick's Guild Adoption Society

This table provides details of the location of all adoption files

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
Child and Family Centre
Dublin Road
Drogheda
Co. Louth
A92 X862
Tel: 041 989 3301
Email: ne.adoptionservice@tusla.ie

What records they hold

Ard Mhuire Good Shepherd Home Dunboyne

Cavan Boarded Out

Meath Boarded Out Records

North Eastern Health Board

St Clare's Adoption Society Stamullen

St Joseph's Babies' Home Stamullen

St. Jude's Nursing Home

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
Dartmouth House
Kylemore Road
Ballyfermot
Dublin 1
D10 XD32
Tel: 01 620 1100
Email: adoptiondml@tusla.ie

This table provides details of the location of all adoption files

What records they hold

Longford Boarded Out Records

Midlands/Portlaoise Boarded Out Records

Offaly Boarded Out Records

Westmeath Boarded Out Records

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
Páirc Na gCrann
St Stephen’s Hospital
Sarsfield Court
Glanmire
Co. Cork
T45 P220
Tel: 021 485 8650
Email: adoptionsw@tusla.ie

What records they hold

Cork Health Authority, Institutions & Assistance Section

Kerry Health Authority

Sacred Heart Adoption Society Blackrock Cork

Sisters of the Sacred Hearts of Jesus and Mary Bessborough Cork

St Anne’s Adoption Society Cork

St. Mary’s Adoption Society Killarney

The Catholic Women’s Aid Society Cork

This table provides details of the location of all adoption files

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
Block A
Merlin Park Hospital
Galway
H91 N973
Tel: 091 77 5057 and 091 77 5479
Email: adoption.west@tusla.ie

What records they hold

St Mary's Children's Home Tuam

St Nicholas Adoption Society

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
St. Mary's Headquarters
Castlebar
Co Mayo
F23 HP58
Tel: 094 904 2511
Email: adoption.west@tusla.ie

What records they hold

Mayo County Council

Mayo Health Authority

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
2 Custom House Quay
Sligo
F91 V9FK
Tel: 071 913 6550
Email: adoption.west@tusla.ie

This table provides details of the location of all adoption files

What records they hold

Sligo Boarded Out

Leitrim County Council Records

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
County Clinic
St Conals Campus
Letterkenny
Co Donegal
F92 FW6Y
Tel: 074 910 4716
Email: adoption.west@tusla.ie

What records they hold

Castlepollard Mother & Baby Home /St Peter's Maternity Hospital Westmeath

St Joseph's Hospital Stranorlar Lifford Co Donegal

Who holds the records

Tusla – Child and Family Agency
National Adoption Information & Tracing Service
Glenbevan House
Upper Mayorston
Limerick
V94 PW7
Tel: 061 46 4154
Email: adoption.west@tusla.ie

What records they hold

The Limerick Catholic Adoption Society

This table provides details of the location of all adoption files

Who holds the records

Tusla – St Brigid’s Information and Tracing Service
Aylward House
Glasnevin
Dublin 11
Tel: 01 852 0300
Email: eimear.coffey@sbits.ie

What records they hold

St Brigid’s adoption and fostering agency formerly located in:
The Coombe Dublin 8
Iona Road Dublin 11
Eccles Street Dublin 7

Thank you for reading this information leaflet.



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND