



**Diagrama Adoption
Access to Birth Records Request**

Please complete and submit this electronic form. Please note we also need to receive copies of relevant identification which can be scanned or posted to us

Correspondence address:
Diagrama Fostering & Adoption
Suite 20
6-8 Revenge Road
Chatham
ME5 8UD
adoption@diagrama.org

Please complete the following table:

Enquirer Name/Relationship to the Adoptee (where applicable)	
Birth name of the Adoptee	
Adopted Name of the Adoptee	
Current Name of the Adoptee	
Date of Birth	
Address	
Telephone number	
Email address	
Date of Adoption Order if known	
Nature of enquiry	
Signed <small>*if the form is completed online, it is acceptable to type a signature</small>	
Date	
Do you have any health issues that you need us to beware of e.g. terminal illness/life limiting illness	

Please send copies of the following ID to verify your identity and address – we are unable to proceed without checking your identification. Please also include any documents that would evidence any name changes.



Please return all documents within a month of enquiry date to ensure received document are dated within the correct time frame. This will avoid your enquiry being closed due to inactivity. You should receive a response within two weeks after submission.

A copy of **one** of the following:

Photo Driving Licence
Passport
Birth Certificate
Adoption Certificate

Plus **one** of the following:

A copy of a utility bill (Gas, Electric, Water), Bank Statement, which shows your current address (dated within 3 months)

Please make us aware if there is any information

Intermediary Services

Diagrama do not offer this service but can provide details of registered agencies, please note that these agencies charge a fee.

Family Descendant search request

In order for Diagrama to undertake a records search we will require £40 to be paid in advance.

If a file is located then further costs maybe incurred depending upon the size of the file located. Please be advised there is approximately a three month waiting for this service.