

**Diagrama Adoption Access to Birth Records Request**

*Please complete and return to the address on this form with copies of the required relevant identification*

**Please complete the following table:**

<b>Enquirer Name/Relationship to the Adoptee</b> (where applicable)	
<b>Birth name of the Adoptee</b>	
<b>Adopted Name of the Adoptee</b>	
<b>Current Name of the Adoptee</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Date of Adoption Order if known</b>	
<b>Nature of enquiry</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Do you have any health issues that you need us to beware of e.g. terminal illness/life limiting illness</b>	

*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.*

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**FOSTERING & ADOPTION**

Fostering & Adoption, (Diagrama Children's Services Limited), Suite 20,  
Kent Space, 6–8 Revenge Road, Lordswood, Chatham, Kent ME5 8UD  
0208 6682181 | 0800 8021910  
fostering@diagrama.org.uk | adoption@diagrama.org.uk

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***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 may be incurred depending upon the size of the file located. Please be advised there is approximately a three month waiting for this service.

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