Diagrama Access to Records/Family Descendant Search Request

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

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

Are you a birth relative of an adopted/care adult who has passed away? Do you believe that Diagrama may hold the adoption/care records for this relative? If yes, please complete the following table:

Name	
Address	
Telephone number	
Email address	
Name of adopted/care adult you are seeking information about	
Birth name of adopted/care adult (if known)	
Date of Birth of adopted/care adult	
Date the adopted/care adult died	
Your relationship to the adopted/care adult	
Any additional information	
Was this descendant Care or Adoption search?	
Signed	
Date	
How did you hear about us?	

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 timeframe. 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)

In addition, we will require a copy of the adopted adult's birth certificate and death certificate or any other relevant documentation, as proof of your relationship.

Family Descendant search request

In order for Diagrama to undertake a file search we will require £40 to be paid in advance. Please be advised not every search is successful.

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

Bank details are:

Diagrama Foundation
Account Number: 01064377
Sort Code: 235911
Bank: BBVA
Ref: Name of Enquiry/ATR