

## How to apply for your supply authority in NSW

### What is the Supply Authority?

Under the NSW Adoption Act (2000), adopted people and birth parents are entitled to identifying information about each other. In order to access this information you will need to apply for a document called the Supply Authority from the Adoption Information Unit, part of the Department of Community Services' Adoption and Permanent Care Service. Supply Authority application forms are available from all Adoption Service Providers, the Department of Community Services' Adoption and Permanent Care Service and from PARC.

### How do I apply?

By mail, by sending the Supply Authority Application form and other documents (see below) to:

Adoption Information Unit at Adoption and Permanent Care Services – Department of Community Services, Locked bag 4028 Ashfield NSW 2131

In person, taking the necessary paperwork with you to:

Adoption information Unit at Adoption and Permanent Care Services, 4-6 Cavill Ave Ashfield NSW 2131 ph: 1300 799 023

### What services will I be applying for?

The full fee of **\$135** (see below for concessions) will provide you with the right to the following:

- ◆ Supply Authority
- ◆ Information from the adoption file (called Social and Medical Information)
- ◆ Entry on the Reunion & Information Register
- ◆ A copy of the *Adoption Search Guide*

If you wish to apply only for the Supply Authority, or only part of the above services, you will have to enclose a letter stating this. The fee for the Supply Authority alone is **\$35**.

The other services can be applied for in stages, but if you think that you will eventually want to apply for them all, it is much cheaper to pay for them all at once.

### Fee concessions

Fees are reduced to **\$35** if you are on a pension or benefit and hold a Health Care Card. If you receive a pension from Veterans Affairs, you will pay a reduced fee of **\$60**. There are no other fee reductions or waivers.

### Checklist

- ◆ Completed application form.
- ◆ Payment of the application fee. (**payable to Department of Community Services**)
- ◆ Two forms of **certified** identification.  
This will mean a photo driver's licence, marriage certificate, birth certificate or passport.  
If you have changed your name by marriage or through a change of name, you will need

to include a copy of your marriage certificate or change of name certificate. For these documents to be certified, the copy must be signed and certified as a true copy by a JP, a doctor, police officer, teacher, solicitor. **Do not send originals.**

- ◆ To have your fee reduced, you must send in a photocopy of your Health Care Card, Veterans Affairs card etc.
- ◆ To apply for only the Supply Authority you must send a brief letter requesting this.

**IF ANY OF THE ABOVE IS UNCLEAR, RING PARC ON 9365 3444 OR**

**DoCS Adoption Information Unit on 1300 799 023**

Post Adoption Resource Centre  
PO Box 239  
Bondi NSW 2026  
T 02 9365 3444  
F 02 9365 3666  
E [parc@bensoc.org.au](mailto:parc@bensoc.org.au)  
[www.bensoc.org.au/parc](http://www.bensoc.org.au/parc)