

**ARTICLE
EIGHT
ADVOCACY**



INTERIM GUIDE TO ACCESSING RECORDS UNDER THE BIRTH (INFORMATION & TRACING) ACT

Version 1 | 3rd November 2022

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1

INTRODUCTION TO THIS GUIDE

What Can I Learn From This Guide?



This is an interim guide compiled by Article Eight Advocacy and the Clann Project for people who wish to obtain records under the Birth (Information and Tracing) Act

This guide will also help you find information on how to obtain your records under the GDPR

The guide will be updated in the future with further details on:

- How to use the tracing service
- How to make a complaint

What Services Are Available Under The New Legislation?



Eligible people can:

- apply for records under a number of categories
- apply for a tracing service
- register or update their preferences on the Contact Preference Register.

All services are provided by the Adoption Authority of Ireland and Tusla.

Who Can Join The Contact Preference Register?

**BIRTH
INFORMATION
& TRACING**

Contact Preference Register (CPR)

- An adopted person
- A person who was nursed or boarded out
- A person who spent time in a Mother & Baby Home or County Home listed in the schedule to the legislation
- A person who was illegally adopted
- Genetic family members:
 - A mother or father of an adopted person
 - A sister or brother of an adopted person
 - A grandparent, aunt, uncle or first cousin of an adopted person
- Adoptive family members:
 - An adoptive parent of an adopted child under 18
 - An adoptive parent of an adopted person/child who is deceased
- A family friend of an adopted person or mother/father who is deceased

How Do I Join The Contact Preference Register?



Contact Preference Register (CPR)

To join the Contact Preference Register click the link below where you will find instructions on how to proceed:

<https://www.birthinfo.ie/what-options-do-i-have/register-or-update-my-contact-preferences>

Who Can Apply For A Tracing Service? [1/2]

Apply for a tracing service

If you are actively seeking to locate and make contact with a birth relative, a tracing service is available to you. The Tracing Service can assist with sharing information while supporting a level of contact (if any) that both you and the person you are seeking are comfortable with.

You can apply for a tracing service if you are a person in one of the following three categories:

1. "relevant person"

- if you were adopted in Ireland and are over 18 years of age
- if you were born in Ireland but adopted outside of the state
- if you were in a mother and baby home, county home or institution
- if you were illegally registered
- if you suspect that you were illegally registered
- If you were boarded out or nursed out

2. A birth relative of a relevant* person

3. A relative

*A *relevant person* is the term used in the legislation to describe people who can apply for information.

To apply for a tracing service, click on the button below. This will bring you to a Tusla portal. Tusla will initially assess your tracing request and then either Tusla or the Adoption Authority of Ireland will carry out the trace, dependant on where your records are held.

Apply for tracing service

A 'relevant person', i.e.,

- if you were adopted in Ireland and are over 18 years of age
- if you were born in Ireland but adopted outside of the state
- if you were in a mother and baby home, county home or institution
- if you were illegally adopted
- if you suspect that you were illegally adopted
- if you were boarded out or nursed out

Who Can Apply For A Tracing Service? [2/2]

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Apply for tracing service

A genetic relative of a 'relevant person'.

An adoptive relative of a 'relevant person'.

- An adoptive parent of an adopted child under the age of 18 may make a tracing application on their behalf for the purposes of requesting information only (the views of the child or young person must be taken into consideration).

How Do I Apply For A Tracing Service?

Apply for a tracing service

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Apply for tracing service

To apply for a tracing service visit the following link and click 'Apply for tracing service':

<https://www.birthinfo.ie/what-options-do-i-have/apply-for-a-tracing-service>

Further guidance will be provided in a future version of this guide

Who Can Apply For Records Under The Legislation?



Relevant persons (see next page)

Mothers whose children died in certain institutions

Relatives of children who died in certain institutions

Relevant persons' next of kin where the relevant person is deceased

What is a ‘Relevant Person’?

“relevant person” means a person who is one or more than one of the following—

- (a) an adopted person,
- (b) a person who is, or who has reasonable grounds for suspecting that he or she is, the subject of an incorrect birth registration, or
- (c) a person who has been, or who has reasonable grounds for suspecting that he or she has been, at any time in the period following his or her birth and ending on the date on which he or she attained the age of 18 years—
 - (i) resident in an institution specified in the *Schedule*, or
 - (ii) the subject of a nursed out arrangement or a boarded out arrangement;

The legislation defines a relevant person as:

- An adopted person
- A person whose birth was illegally registered
- A person who was in an institution listed in the ‘Schedule’ (i.e., the 14 Mother and Baby Homes investigated by the Commission of Investigation plus all county homes)
- A person who was boarded out or nursed out

Who Is Excluded From Applying For Records?



Most mothers

Most relatives

Many people illegally sent overseas for adoption

Many people otherwise illegally adopted

Many people who were in informal 'care' settings

People who were in institutions not listed on the schedule attached to the legislation

How Can I Obtain My Records If I Am Not Deemed A ‘Relevant Person’?



If you are unsure whether you are a relevant person you should apply regardless

If you are told that you are not covered under the legislation you can apply for your records under the General Data Protection Regulation

Guidance is provided at www.adoption.ie/help and <https://datasubject.ie/info-act/>

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I AM A RELEVANT PERSON - WHAT INFORMATION RIGHTS DO I HAVE?

Birth Certificates/Birth Information

The legislation provides access to birth certificates and birth information.

However, it is important to note that this access is conditional:

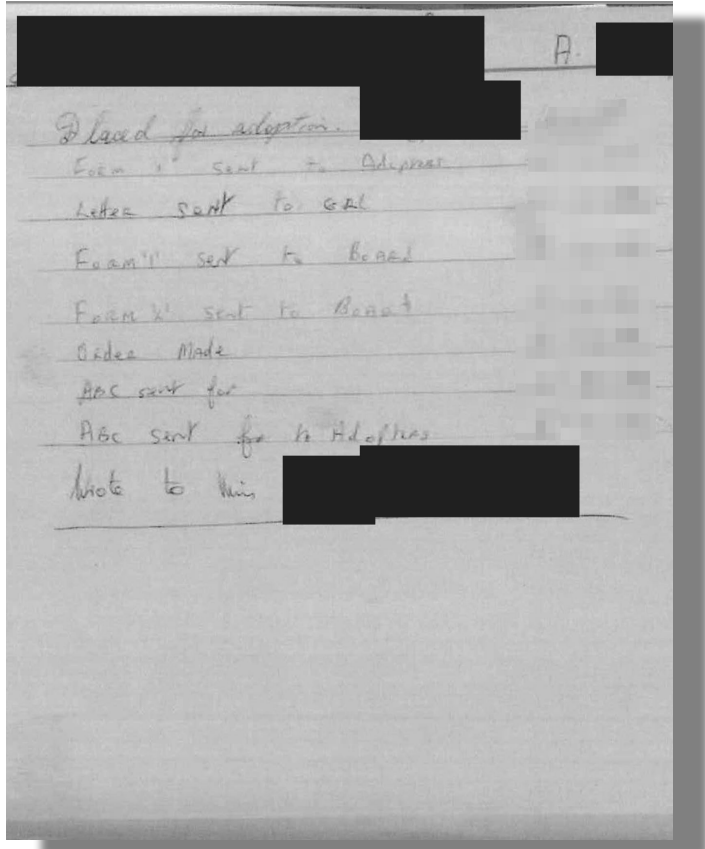
- If a parent has registered a preference for no contact the adopted person must attend a mandatory information session about privacy before their birth certificate or birth information is released
- If you have been informed you must attend an information session and do not wish to do so, visit www.adoption.ie/records to learn how to obtain your birth certificate via your own research

Deimhniú Breithe  **Birth Certificate**
Arna h-eisiúint de bhun na hAchta um Chláirú Sibhialta 2004
Éire Ireland

Alm/Name Sloinne/Surname Dáta Breithe/Date of Birth Gúndas/Sex Ionad Breithe/Place of Birth		
Máthair / Mother Alm/Name Sloinne/Surname Sloinne Breithe/Birth Surname Sloinne Roimhe Seo / Former Surnames Sloinne Mháthair / Mother's Surname Sli Bheatha/Occupation Scoladh/Address		
Athair / Father Sonnraí Neamh-chláraithe / Details Not Registered		
Fainníseoir A/Informant A Alm/Name Sloinne/Surname Cálíocht/Qualification Scoladh/Address		
Fainníseoir B/Informant B Sonnraí Neamh-chláraithe / Details Not Registered		
Sínte ag/Signed by		
Clárúcháir/Registrar Clárúcháir i gContar an Chláraitheora / Registered in the Registrar's District Ceantar an Chláraitheora Maoinseachta / Superintendent Registrar's District Contae/County Dáta an Chláirúcháin nó Athchlárúcháin (má mairtear) / Date of Registration or Re-registration (if applicable) Chlaí Uimhí/Registration Number		

Donnóidh gach bliain ón 1ú de mhí Márta 2011 go dtí 31 de mhí Márta 2011. Certified to be compiled from a register maintained under section 11 of the Civil Registration Act 2004.
Eisiúint ag/Issued by **Breege Banahan, General Register Office** Dáta/Date **1 March 2011**
Is cion trom é an deimhniú seo a athrú nó é a úsáid tar éis a athraithe / To alter this certificate or to use it as altered is a serious offence

Care Information/Early Life Information



Relevant persons can apply for care information and early life information.

However:

- **Because of how information and ‘relevant records’ are defined under the legislation, records are being withheld**

Therefore we strongly recommend that you also apply under the GDPR. See: <https://datasubject.ie/info-act/> and www.adoption.ie/help and see the next section for further information.

Medical Information [1/2]

St. PATRICK'S GUILD.
---o0---
MEDICAL CERTIFICATE

Name of Child [REDACTED] Date of Birth [REDACTED]
Place of Birth [REDACTED] Date of Baptism not baptised
Sex [REDACTED]

MOTHER'S ANTE-NATAL DETAILS
Mother's Name [REDACTED]
Mother's Age [REDACTED]
Duration of pregnancy [REDACTED]
Any illness or abnormality during pregnancy? [REDACTED]
Any history of Pre-eclampsia & /or Hypertension antenatally [REDACTED]
Any Rheus & Antibodies in pregnancy? [REDACTED]
Any family history of Mental disease? [REDACTED]
Mother's U.R. + Khan test: Date [REDACTED] Result [REDACTED]
[REDACTED] Reg. - Referred by
[REDACTED] Dr. [REDACTED]

LABOUR
Number of hours duration [REDACTED]
Normal or abnormal [REDACTED]
If abnormal, give details [REDACTED]

BABY'S DETAILS
Birth Weight [REDACTED] Kgms Present Weight [REDACTED] Kgms
Any evidence of Heart or Pulmonary disease [REDACTED]
Any Birth marks - state size and site [REDACTED]
Any bone deformities? [REDACTED]
Any history of convulsions, twitchings or Jaundice? [REDACTED]
Any other abnormality? [REDACTED]
E. Coli? [REDACTED]

TESTS + INJECTIONS RECEIVED
P.K.U. Date: [REDACTED] Result: [REDACTED]
D.C.G. Date: [REDACTED] Result: [REDACTED]
Test for Congenital Hip. Positive/Negative [REDACTED]

Do you know of any physical defect or mental defect which would make this child unsuitable for Adoption. [REDACTED]
Doctor's signature; [REDACTED]
Address: [REDACTED]

Relevant persons can apply for medical information

However, summary information is provided and not complete records (like the example provided here), so there is a danger of information being held back

Relevant persons can also apply for family medical history

(All redactions in the image to the left have been carried out by us)

Medical Information [2/2]

St. PATRICK'S GUILD.
---00---

MEDICAL CERTIFICATE

Name of Child [REDACTED] Date of Birth [REDACTED]
Place of Birth [REDACTED] Date of Baptism not baptised
Sex [REDACTED]

MOTHER'S ANTE-NATAL DETAILS

Mother's Name [REDACTED]
Mother's Age [REDACTED]
Duration of pregnancy [REDACTED]
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[REDACTED] Reg. Received by [REDACTED]

LABOUR

Number of hours duration [REDACTED]
Normal or abnormal [REDACTED]
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E. Coli? [REDACTED]

TESTS + INJECTIONS RECEIVED

P.K.U. Date: [REDACTED] Result: [REDACTED]
D.C.G. Date: [REDACTED] Result: [REDACTED]
Test for Congenital Hip. Positive/Negative [REDACTED]

Do you know of any physical defect or mental defect which would make this child unsuitable for Adoption. [REDACTED]

Doctor's signature; [REDACTED]
Address: [REDACTED]

Although the information is heavily redacted, nonetheless it is only provided through a medical practitioner. This is problematic for people with no GPs, people who live outside Ireland and people who do not want their local GP's office to have this information about them (below we provide further guidance on this issue)

We are also concerned that the legislation stipulates that only information that is deemed 'relevant' to the person's health will be released.

If you have a medical condition and you are concerned about information being held back, we suggest that you ask your doctor to write a letter on your behalf.

What Are Provided Items?

“provided item” means an item, including a letter, photograph, memento or other document or object held by a relevant body that was provided, whether to the Agency, Authority or any other person, by or on behalf of a parent or genetic relative of a relevant person, or another person involved in the provision of care of the relevant person, for the purpose of its being made available to the relevant person in the event that it were to be sought by or on behalf of him or her, whether the items have been so provided before, on or after the date on which—

Relevant persons can apply for ‘provided items’, e.g., a letter, photograph, memento or other document or object which was provided by a parent or relative

We are concerned that the legislation defines provided items as those items which were left ‘for the purpose of its being made available to the relevant person in the event that it were to be sought by or on behalf of him or her’, because a mother may not have explicitly stated her intentions at the time, but the item may nonetheless have been left for the adopted person.

3

RELEVANT PERSONS: HOW TO USE THE NEW SYSTEM TO ACCESS YOUR RECORDS

The New System vs GDPR?

If you are a person seeking information, the Birth Information and Tracing Act does not restrict in any way your GDPR right of access

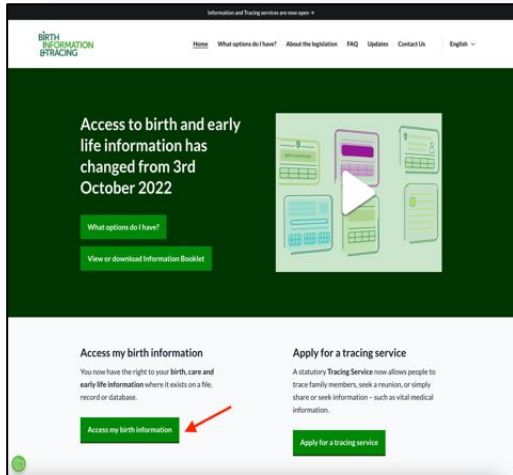
We strongly recommend that you apply using the Birth Information and Tracing Act 2022 and make Subject Access Requests to any bodies which you think may have been involved in your situation

Under GDPR you will be given a schedule of all records on the file which will help you ascertain whether records have been withheld from you in your application under the new system

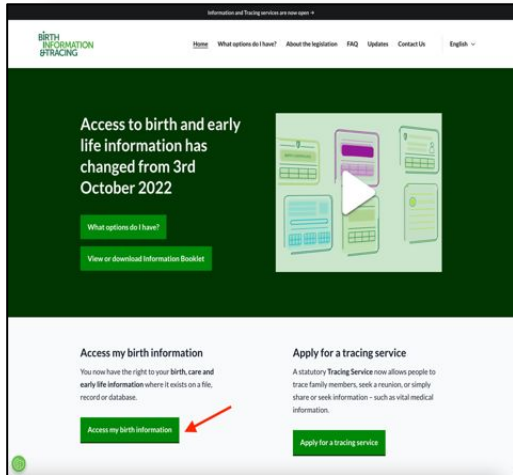
To learn more visit: <https://datasubject.ie/info-act/> and www.adoption.ie/help

If you have already applied under GDPR and have a schedule of your records, you do not need to do so again.

Also, you don't have to apply under the GDPR at precisely the same time as making an application under the legislation.



The New System vs GDPR?



We also recommend applying under the GDPR in addition to the new system because:

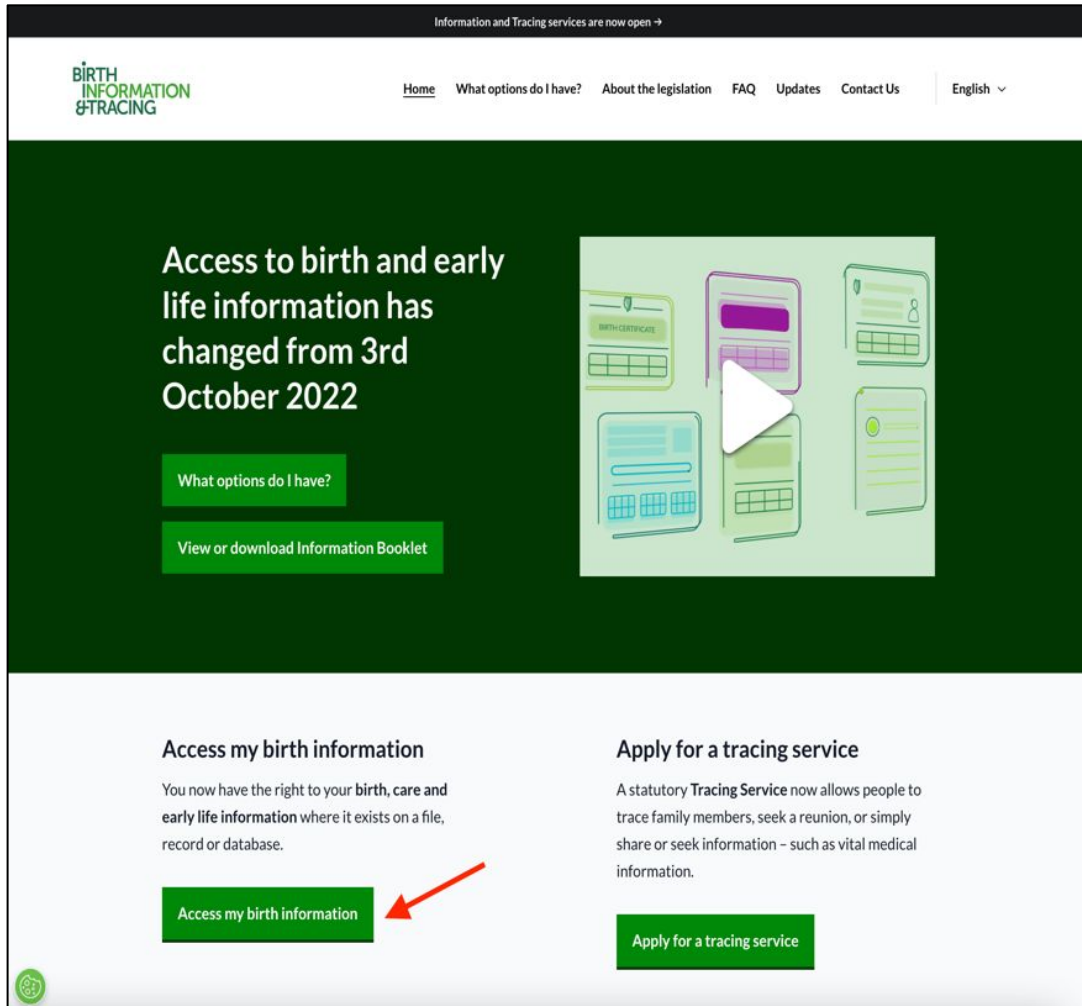
- Some records will be released under GDPR but not the new system.
- Some records will be released under the new system but not GDPR.
- Some records will be released under both the GDPR and the new system.
- Some records will not be released at all under either system.



How To Use The New System

Visit www.birthinfo.ie

Click on 'Access my birth information'



Where To Apply?



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

If you were legally adopted (or if you believe your adoption may have been retrospectively legalised) we recommend that you apply to both Tusla and the Adoption Authority of Ireland.



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

If you are unsure, apply to both Tusla and the Adoption Authority of Ireland.

Records Held By The Adoption Authority



The Adoption Authority holds the following records:

- **Adoption Authority**, formerly An Bord Uchtála/the Adoption Board
- **Cúnamh**, formerly known as the Child Protection and Rescue Society of Ireland (CPRSI)
- **PACT**, formerly known as the **Protestant Adoption Society**, which includes the following records:
 - **Denny House**
 - **Fairfield Children's House**
 - **Bethany House**
 - **The Magdalen Home**
 - **The Nursery Rescue Society**
 - **Here2Help**
- **St. Brigid's Adoption Society**
- **St. Thérèse Adoption Society**

Records Held By Tusla [1/2]



- **Bethany House**, Orwell Road, Rathgar, Dublin 6
- **Castle**, Newtowncunningham, Co Donegal
- **Castlepollard Mother & Baby Home**, County Westmeath.
- **Cavan Boarded Out**
- **Challenge/Ossory Adoption Society**, Sion house, Kilkenny
- **Cork Health Authority**, Institutions & Assistance Section, City Hall, Cork
- **Cúnamh** (Formerly The **Catholic Protection and Rescue Society of Ireland**)
- **Denny House**
- **Dublin Health Authority / Dublin Board of Assistance**, 1 James' St., Dublin 8
- **Fairfield Children's Home**
- **Good Shepherd Home**, Dunboyne, Co Meath
- **Kerry Health Authority**
- **Leitrim County Council** Records.
- **Longford Boarded Out** Records.
- **Mayo County Council**
- **Mayo Health Authority**
- **Meath County Council**
- **Midlands/Portlaoise Boarded Out Records.**
- **National Maternity Hospital**, Holles St, Dublin 2
- **Offaly Boarded Out** Records
- **Ossory/Challenge Adoption Society**, Sion House, Kilkenny
- **PACT**, Arabella House, Rathfarnham, Dublin 14
- **Rotunda Girls Aid Society**, RGAS, Procathedral, Dublin 1
- **Sacred Heart Adoption Society**, Blackrock, Cork
- **Sacred Heart Convent**, Castlepollard, County Westmeath
- **Sean Ross Abbey**, Roscrea, Co Tipperary
- **Sisters of the Sacred Hearts of Jesus and Mary**, Bessborough, Blackrock, Cork City
- **Sligo Boarded Out**
- **St. Anne's Adoption Society**, Cork & Ross Family Centre, 34 Paul St., Cork.

Records Held By Tusla [2/2]



- **St. Attracta's Adoption Society**, St Mary's, Sligo
- **St. Catherine's Adoption Society**, Clarecare, Harmony Row, Ennis, Co Clare
- **St. Clare's Adoption Society**, Stamullen, Co Meath
- **St. John's Adoption Society**, Waterford
- **St. Joseph's Babies' Home**, Stamullen, Co Meath
- **St. Joseph's Hospital**, Stranorlar, Lifford, Co Donegal
- **St. Jude's Nursing Home**, Howth Rd, Dublin 3
- **St. Kevin's Adoption Society**, Dungarvan, Co Waterford
- **St. Louise Adoption Society**
- **St. Mary's Adoption Society**, Killarney, Co Kerry
- **St. Mary's Children's Home**, Dublin Road, Tuam, Co Galway
- **St. Mura's Adoption Society**, Pastoral Centre, Monastery Ave, Letterkenny, Co Donegal
- **St. Nicholas Adoption Society**
- **St. Patrick's Guild**, 203 Merrion Road, Dublin 4
- **St. Patrick's Home**, Navan Road, Dublin 7
- **St. Peter's Maternity Hospital**, County Westmeath.
- **St. Rita's Nursing Home**, Sandford Road, Ranelagh, Dublin 6
- **St. Therese Adoption Society**, Whitefriar Street, Dublin 8
- **The Catholic Women's Aid Society**, 14 Browne St, Cork
- **The Dept of Education & Science 'Special Education Section'**
- **The Limerick Catholic Adoption Society**
- **The Magdalen Home**
- **The Nursery Rescue Society**
- **The Protestant Adoption Society (PAS)**
- **Westmeath Boarded Out Records**
- **Wexford County Council**

Can I Apply To The Adoption Authority Offline?



Yes. You can download a paper copy of the Adoption Authority application form here:

<https://cdn.sanity.io/files/n9nwhkbk/october/770cb edea399c9dbd39e7407fca1ff653a2bd0bd.pdf>

If you don't have a printer send an email to records@aai.gov.ie or call 01 2309 300 and ask the AAI to send one out to you.

When you have completed the form send it to: PO Box 9957, Dublin 4, Ireland

Can I Apply To Tusla Offline?



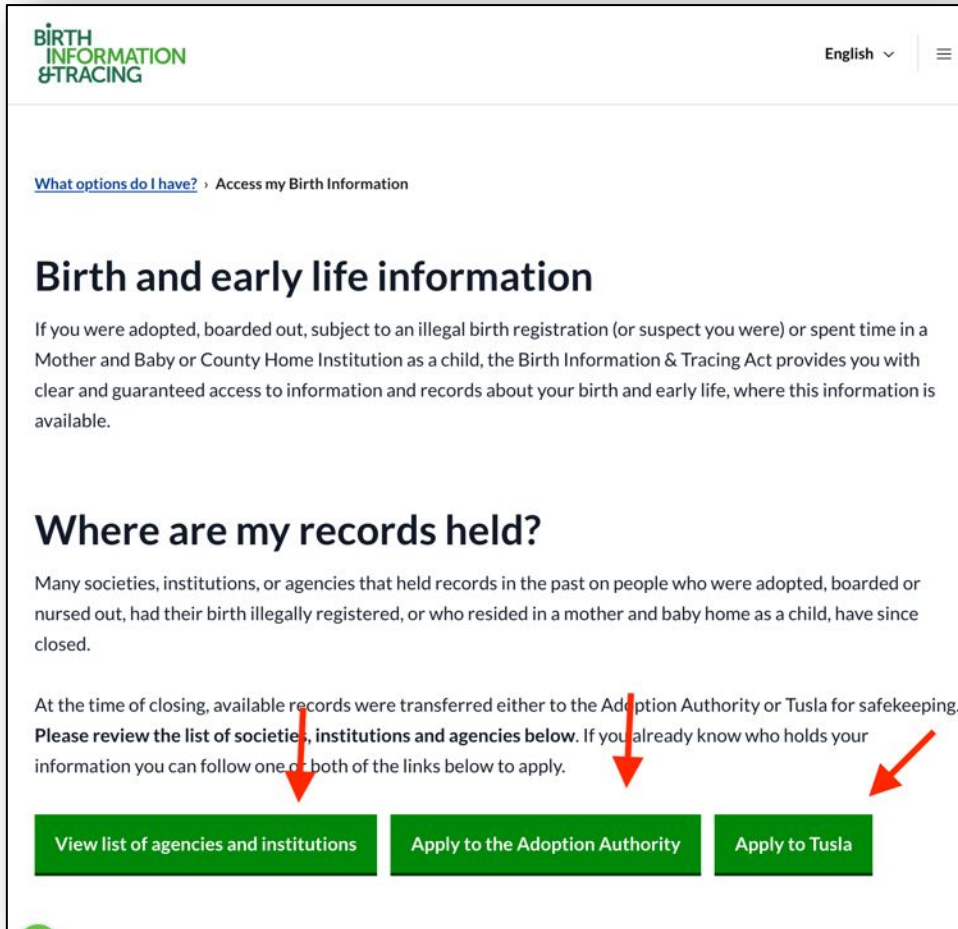
Yes. You can download a paper copy of the application form at:
<https://cdn.sanity.io/files/n9nwhkbk/october/ed5b2c1a7c567bd0961aa9f53d7ddf506b44fedb.pdf>

If you don't have a printer email birthinfo@tusla.ie or call 0818 44 55 00 and ask Tusla to send a copy to you.

When you have completed the form send it to Tusla at PO BOX 13018, Dublin 15 , Ireland

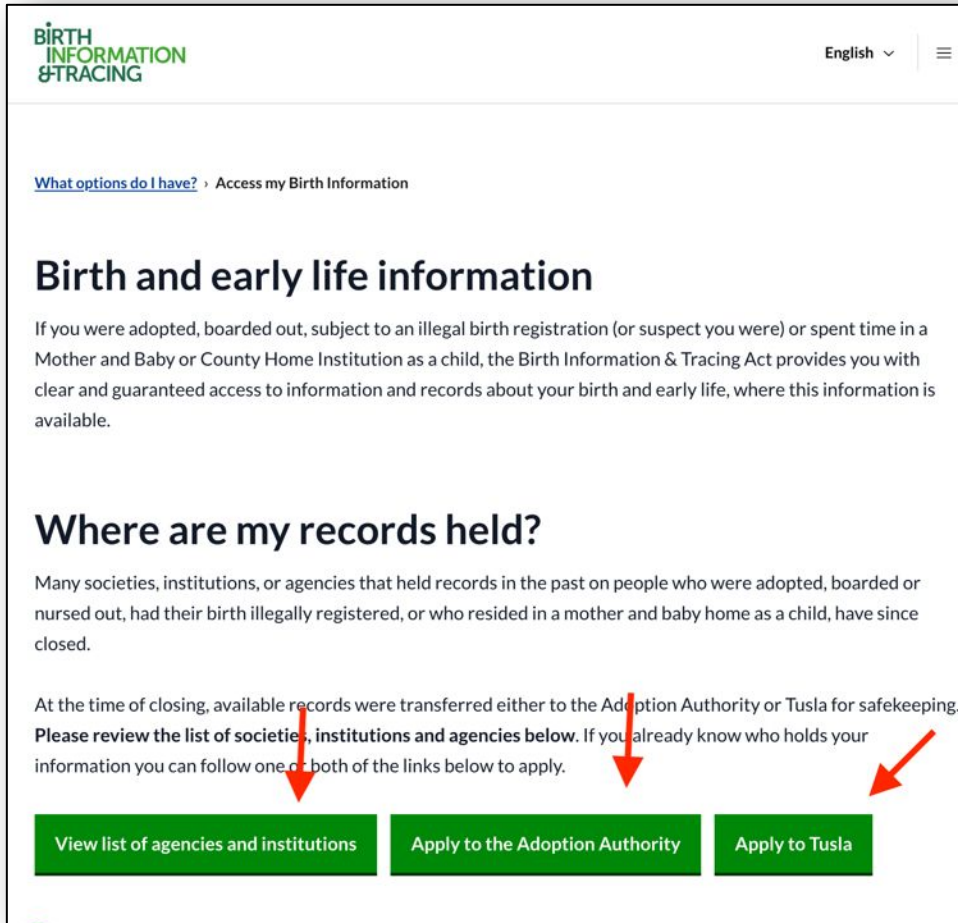
If you're based in Ireland and would like in-person support from your local Tusla Birth Information and Tracing Office, you can contact the Contact and Support Centre on 0818 44 55 00 and a staff member from the local Birth Information and Tracing Team will contact you.

Using The Online Application Systems



To make an online application visit www.birthinfo.ie and select which agency you wish to apply to. Again, we strongly recommend you apply to both.

Using The Online Application Systems



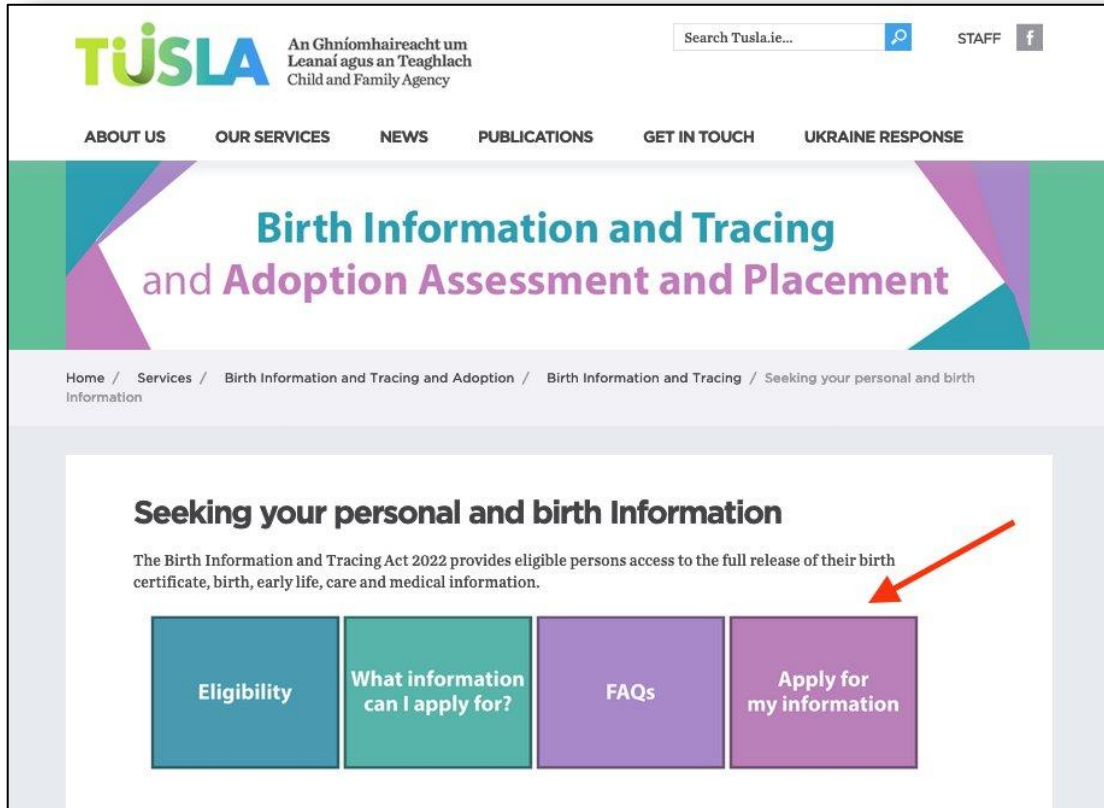
Important information regarding your online application:

- If you are experiencing difficulties uploading identification/proof of address, try converting images to PDF (you can convert JPEGs to PDFs online free here: <https://www.adobe.com/ie/acrobat/online/convert-pdf.html>)
- In the Tusla system, if you've been clicking 'Next Step' your application has been saving. If you accidentally leave the page you should be able to find your draft application in 'My Applications'.

4

HOW TO APPLY TO TUSLA VIA THE ONLINE PORTAL

How To Apply To Tusla

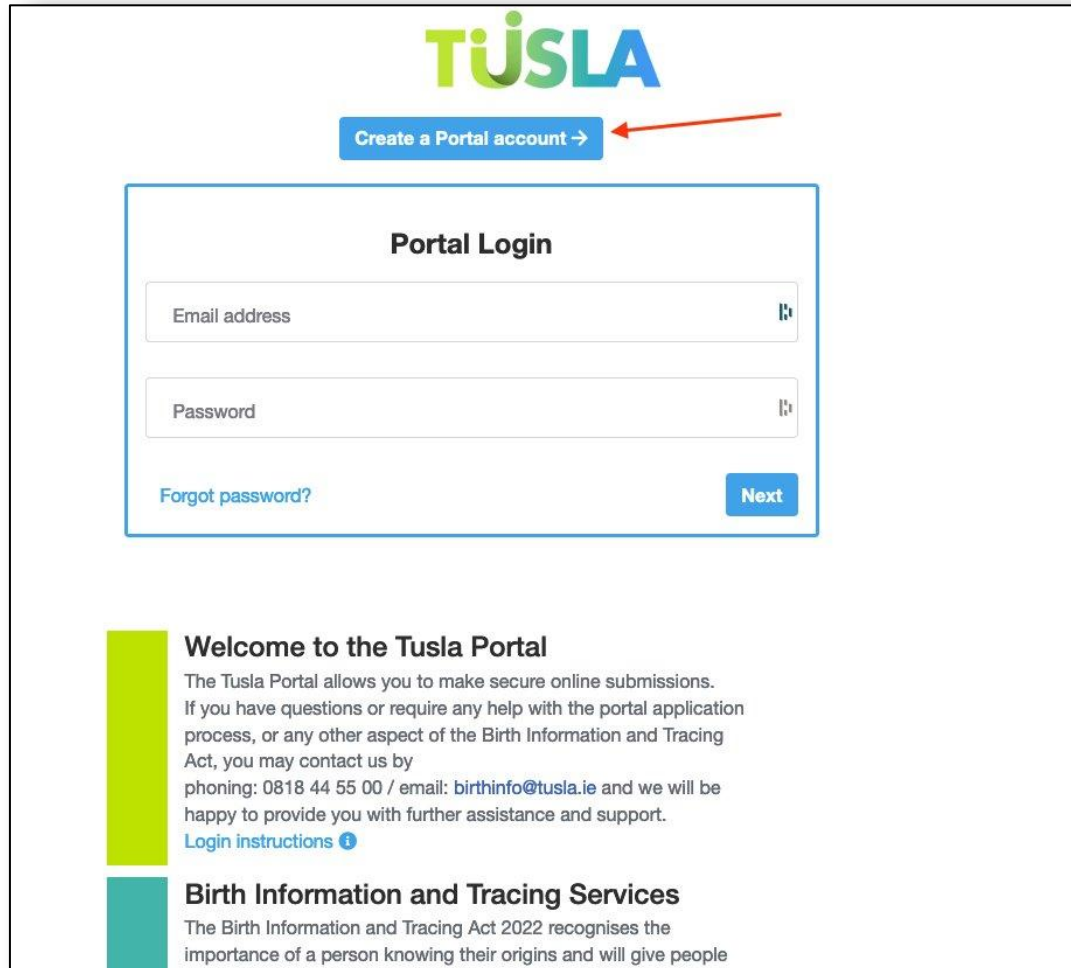


When you click on 'Apply to Tusla' you will be brought to this page.

Click on 'Apply for my information'

- If you are seeking a tracing service, we strongly recommend applying for information as well as tracing.

How To Apply To Tusla



TUSLA

Create a Portal account →

Portal Login

Email address

Password

[Forgot password?](#) [Next](#)

Welcome to the Tusla Portal

The Tusla Portal allows you to make secure online submissions. If you have questions or require any help with the portal application process, or any other aspect of the Birth Information and Tracing Act, you may contact us by phoning: 0818 44 55 00 / email: birthinfo@tusla.ie and we will be happy to provide you with further assistance and support.

[Login instructions](#)

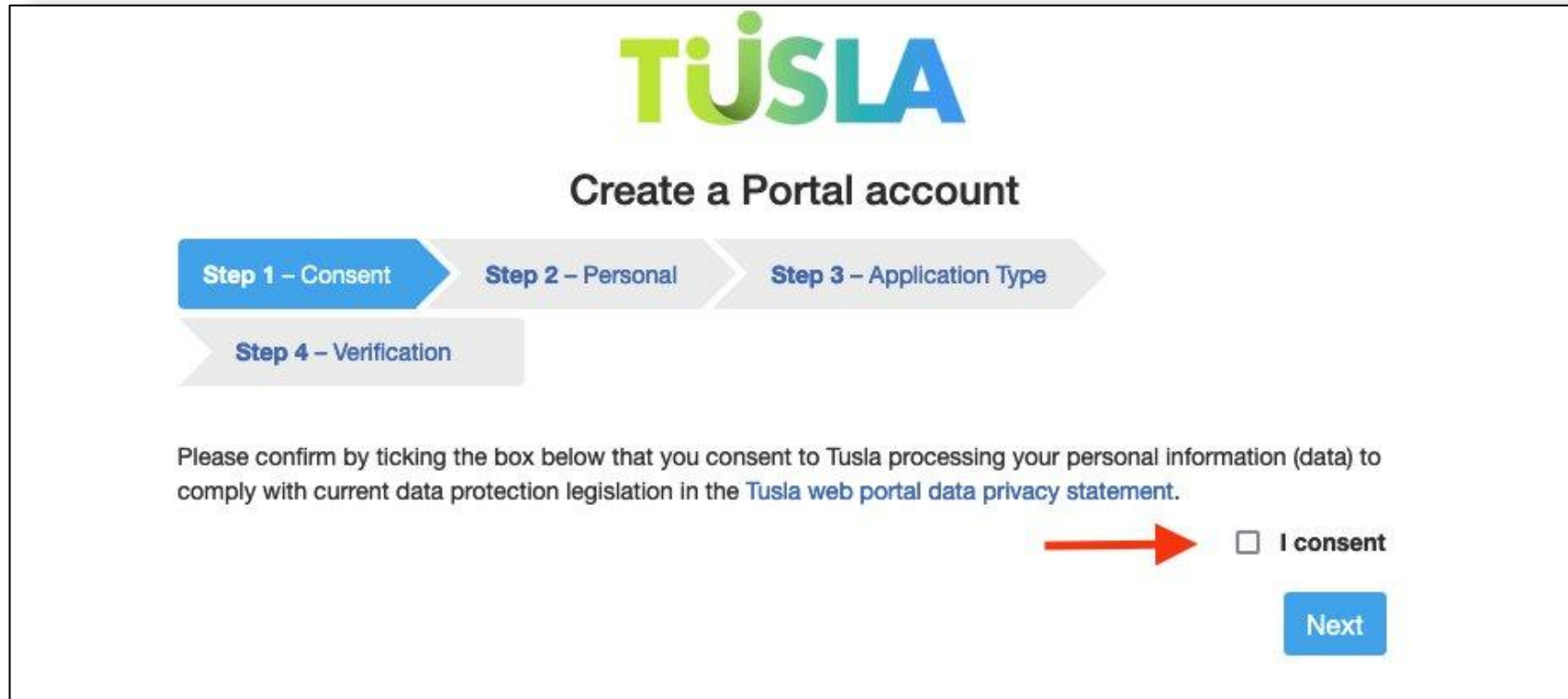
Birth Information and Tracing Services

The Birth Information and Tracing Act 2022 recognises the importance of a person knowing their origins and will give people

In order to apply under Tusla's system you must first create a Portal account.

Start this process by clicking the 'Create a Portal account' button.

How To Apply To Tusla



TUSLA

Create a Portal account

Step 1 – Consent Step 2 – Personal Step 3 – Application Type

Step 4 – Verification

Please confirm by ticking the box below that you consent to Tusla processing your personal information (data) to comply with current data protection legislation in the [Tusla web portal data privacy statement](#).

☐ I consent

Next

Click 'I consent', then click the 'Next' button.

How To Apply To Tusla

On the next page, input your details.

Required fields are marked with an asterisk.

The screenshot shows the 'Create a Portal account' form for Tusla, specifically Step 2: Personal. The form is titled 'TUSLA Create a Portal account' and has a progress bar at the top with four steps: Step 1 - Consent, Step 2 - Personal (active), Step 3 - Application Type, and Step 4 - Verification. The form is divided into two main sections: 'Email Address and Password' and 'Name and Address'. The 'Email Address and Password' section contains four input fields: 'Email address*' (required), 'Confirm email address', 'Password*' (required), and 'Confirm password'. The 'Name and Address' section contains seven input fields: 'First name*' (required), 'Last name*' (required), 'Address line 1*' (required), 'Address line 2', 'Town / City*' (required), 'Select County*' (dropdown menu), 'Eircode', and 'Landline telephone'. Each input field has a small icon to its right. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

TUSLA
Create a Portal account

Step 1 – Consent Step 2 – Personal Step 3 – Application Type Step 4 – Verification

Email Address and Password

Email address* Confirm email address

Password* Confirm password

Name and Address ⓘ

First name* Last name*

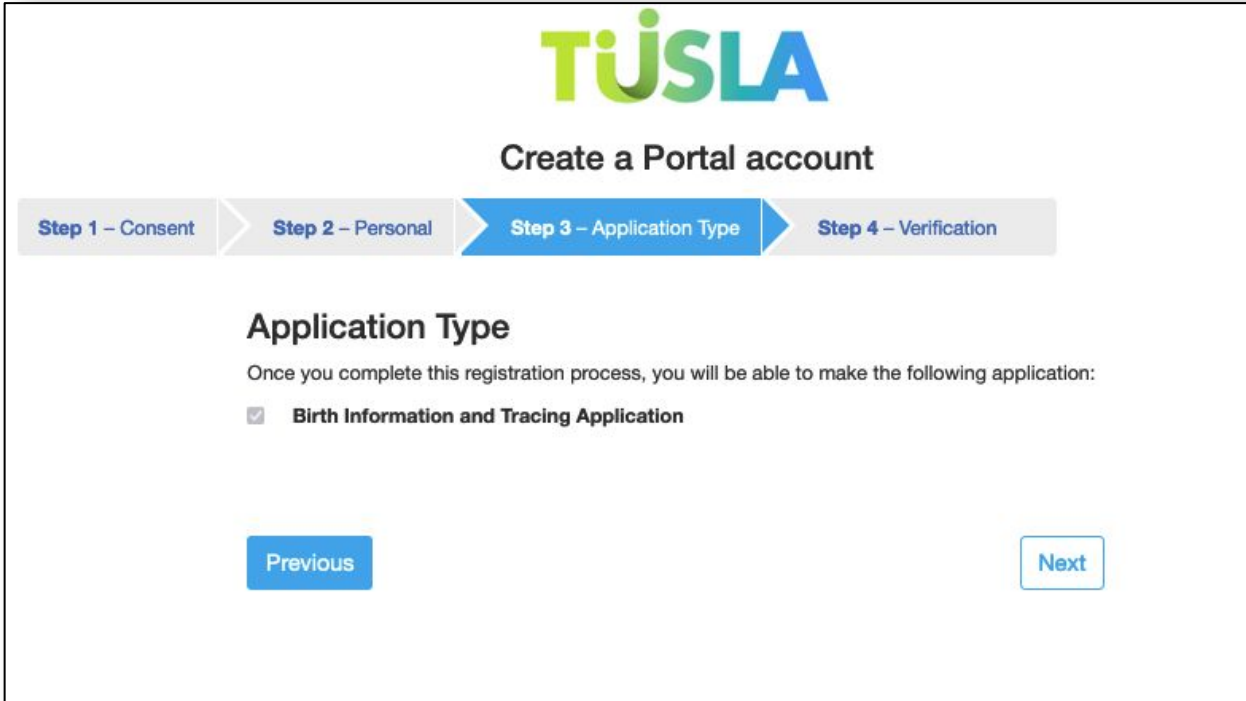
Address line 1* Address line 2

Town / City* Select County*

Eircode Landline telephone

Previous Next

How To Apply To Tusla



The screenshot shows the Tusla website's registration process. At the top is the Tusla logo, followed by the heading 'Create a Portal account'. Below this is a progress bar with four steps: 'Step 1 – Consent', 'Step 2 – Personal', 'Step 3 – Application Type' (which is highlighted in blue), and 'Step 4 – Verification'. The main section is titled 'Application Type' and contains the text 'Once you complete this registration process, you will be able to make the following application:'. Below this text is a single option, 'Birth Information and Tracing Application', which is preceded by a checked checkbox. At the bottom of the form are two buttons: 'Previous' on the left and 'Next' on the right.

TUSLA

Create a Portal account

Step 1 – Consent Step 2 – Personal **Step 3 – Application Type** Step 4 – Verification

Application Type

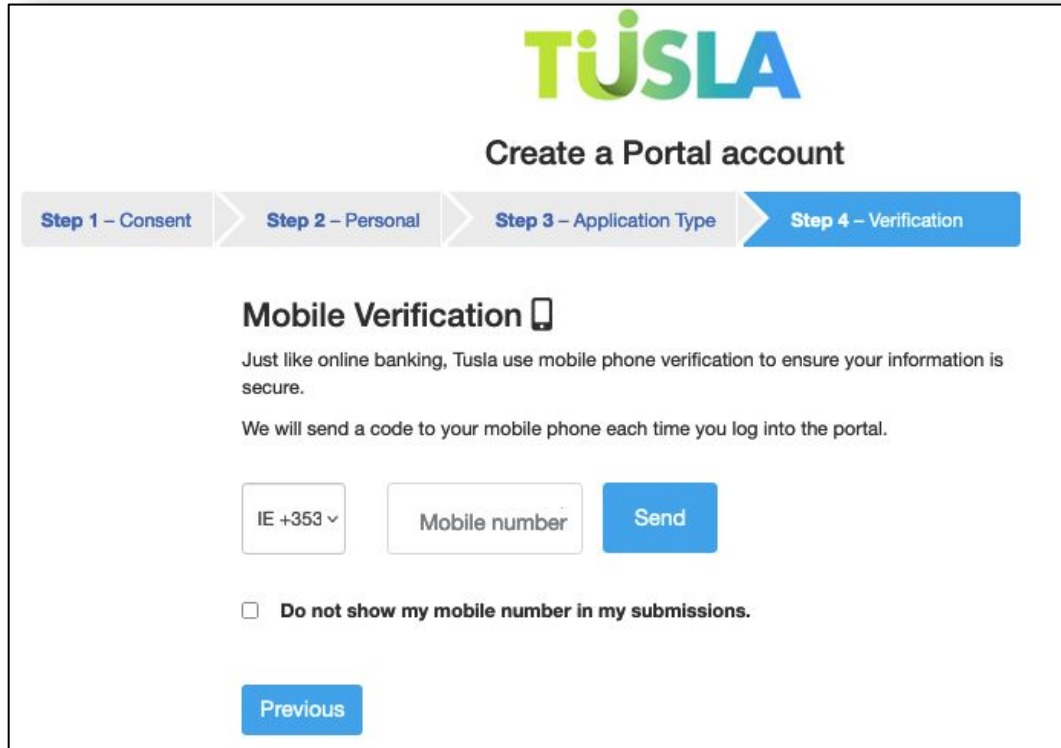
Once you complete this registration process, you will be able to make the following application:

☒ Birth Information and Tracing Application

Previous Next

Click the 'Next' button.

How To Apply To Tusla



TUSLA

Create a Portal account

Step 1 – Consent > Step 2 – Personal > Step 3 – Application Type > **Step 4 – Verification**

Mobile Verification 📱

Just like online banking, Tusla use mobile phone verification to ensure your information is secure.

We will send a code to your mobile phone each time you log into the portal.

IE +353 ▾ Mobile number **Send**

☐ Do not show my mobile number in my submissions.

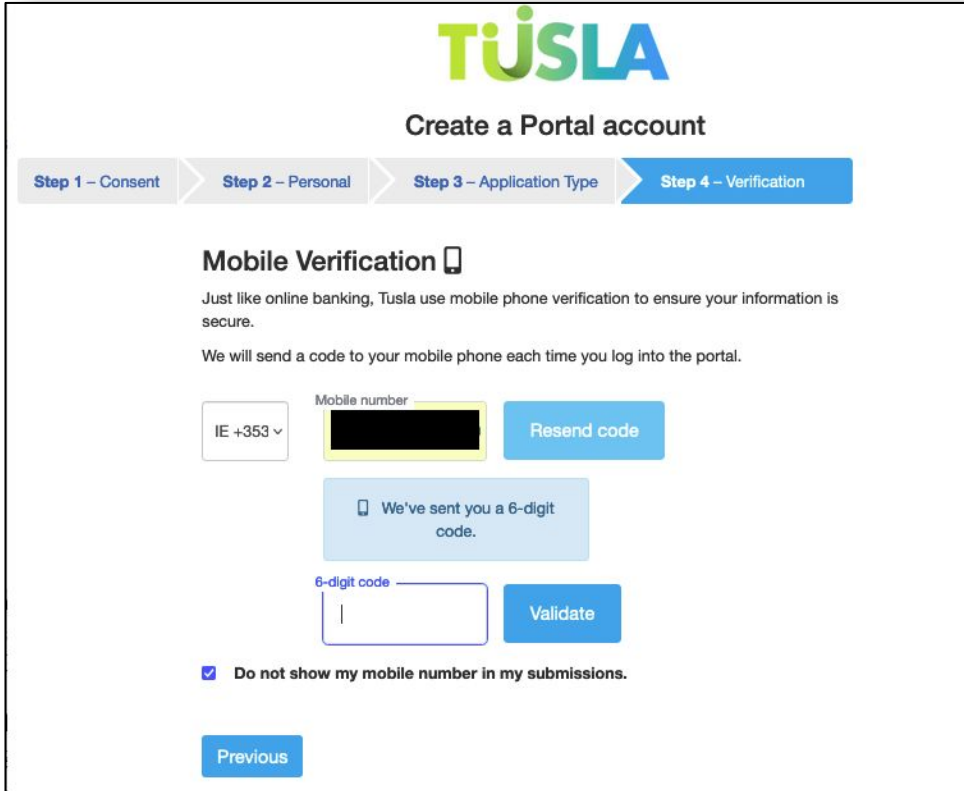
Previous

On the next page, input your phone number and click 'Send'.

If you don't want your phone number to appear in your submissions, tick the box beneath the phone number.

Important: Tusla may still contact you by phone either to clarify details or to let you know your records are ready. If you do not wish to be contacted by phone, email Tusla at birthinfo@tusla.ie and tell them you want all communications to be conducted in writing only.

How To Apply To Tusla



The screenshot shows the 'Create a Portal account' page for Tusla, specifically Step 4: Verification. The page features the Tusla logo at the top, followed by the title 'Create a Portal account'. Below this is a progress bar with four steps: Step 1 – Consent, Step 2 – Personal, Step 3 – Application Type, and Step 4 – Verification (which is highlighted in blue). The main heading is 'Mobile Verification' with a mobile phone icon. The text explains that Tusla uses mobile phone verification for security and that a 6-digit code will be sent to the user's mobile phone. The form includes a dropdown menu for the country code (set to 'IE +353'), a text input field for the mobile number (which is redacted with a black box), and a 'Resend code' button. Below this, a blue box with a mobile phone icon and the text 'We've sent you a 6-digit code.' is displayed. Underneath is a text input field for the '6-digit code' and a 'Validate' button. At the bottom, there is a checkbox labeled 'Do not show my mobile number in my submissions.' which is checked, and a 'Previous' button.

TUSLA

Create a Portal account

Step 1 – Consent Step 2 – Personal Step 3 – Application Type Step 4 – Verification

Mobile Verification 📱

Just like online banking, Tusla use mobile phone verification to ensure your information is secure.

We will send a code to your mobile phone each time you log into the portal.

IE +353 v Mobile number [Redacted] Resend code

📱 We've sent you a 6-digit code.

6-digit code [] Validate

☒ Do not show my mobile number in my submissions.

Previous

Once you receive the 6-digit verification code on your phone, input it on the portal in the field indicated and click the 'Validate' button.

How To Apply To Tusla

Once you've validated you'll be asked to click 'Register' to finalise creating the Portal account.

TUSLA

Create a Portal account

Step 1 – Consent Step 2 – Personal Step 3 – Application Type **Step 4 – Verification**

Mobile Verification

Just like online banking, Tusla use mobile phone verification to ensure your information is secure.

We will send a code to your mobile phone each time you log into the portal.

Mobile number [Resend code](#)

We've sent you a 6-digit code.

6-digit code [Validated](#)

☒ Do not show my mobile number in my submissions.

Your phone was successfully validated.
Please click the **Register** button below to finalise creating your Portal account.

[Register](#)

How To Apply To Tusla



Portal account successfully registered

A confirmation email has been sent to



Please allow a few minutes for delivery.

Please click the link in the email in order to confirm your email address.

Please note you will be unable to access the Portal until you have confirmed your email address. If you have not received your email or if you require any assistance, please contact us at birthinfo@tusla.ie

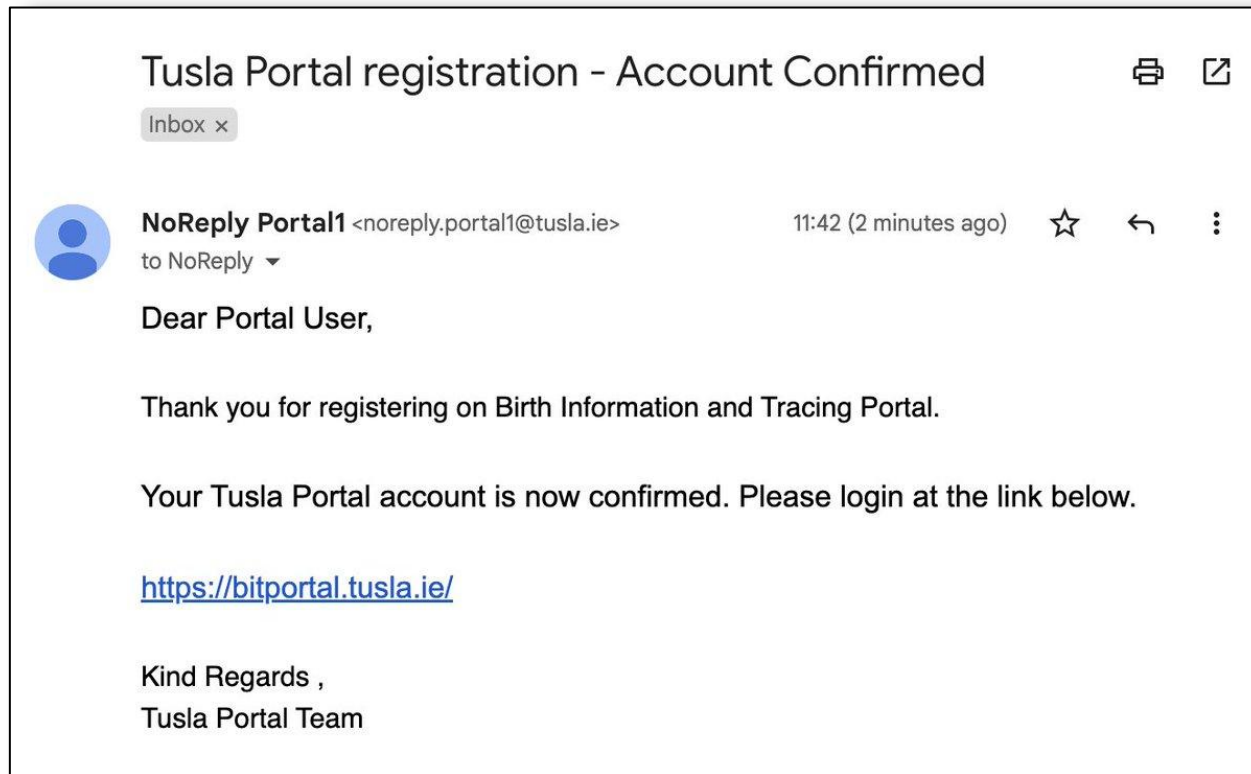
[Back to Home](#)

A confirmation email will be sent to the email address you used to create your account.

Check your email to confirm the address.

NB: Remember to check your spam folder.

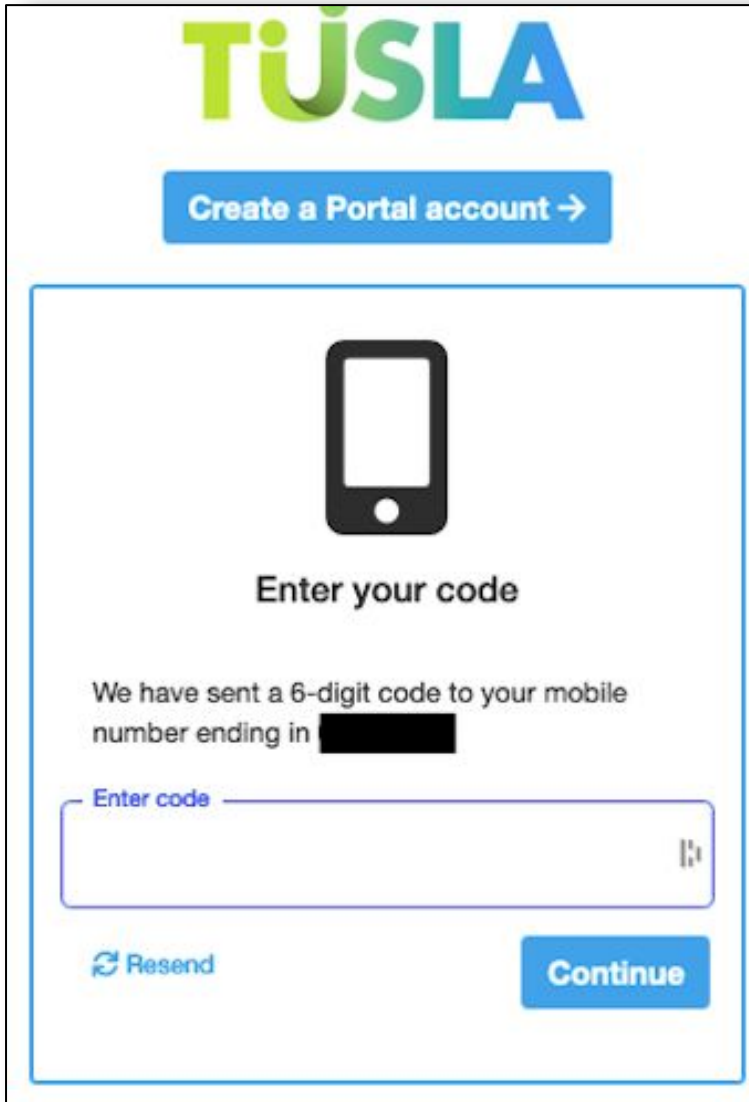
How To Apply To Tusla



When you receive the confirmation email click the link to login.

Once your account is verified you can login at this link:
<https://bitportal.tusla.ie/Account/Login>

How To Apply To Tusla



The screenshot shows the Tusla login interface. At the top is the Tusla logo. Below it is a blue button that says "Create a Portal account →". The main content area is enclosed in a blue border and contains a mobile phone icon, the text "Enter your code", and a message: "We have sent a 6-digit code to your mobile number ending in [redacted]". Below this is a text input field with the placeholder "Enter code" and a small icon on the right. At the bottom left is a "Resend" link with a circular arrow icon, and at the bottom right is a blue "Continue" button.

When you log in a text message will be sent to the mobile number you provided.

Enter the code in the text message and click the 'Continue' button.

Please note, each time you access the system you will be required to login using a code sent to your mobile.

How To Apply To Tusla

Welcome to the Tusla Birth Information and Tracing Portal

About the Portal: This portal provides you with a secure space to make an application for a Birth Information and Tracing Service.

It further provides you with a messaging service you can use through **My Messages** to contact us about your application, should you wish to do so. You will find the **My Messages** mail box in the menu bar to the lefthand side of the screen. Please see useful instructions below.

Making an application for a Birth Information and Tracing Service:

Before you start: Before you start an application for our Service, please read the **Birth Information and Tracing application User guide** [here](#)  .

Start your application: On the left-hand side of the screen, you will see a link called **Birth Information and Tracing Application**; you can click on this link to create a new application.

As you work through your application it will **automatically save** in the **My Applications** folder. This folder is located in the menu bar, to the lefthand side of your screen.

You may start your application and return to it at any point before completing and submitting it to Tusla. Once you have submitted your application it will be saved for future reference in the **My Applications** folder.

Do not worry if you accidentally close your application it will automatically save in the **My Applications** folder and you will not lose the information inputted.

Help: If you have any queries about your online application, please contact us at **Tel: 0818 44 55 00** or by **Email: birthinfo@tusla.ie**.

We kindly ask that you do not include very sensitive personal information (data) in an email.

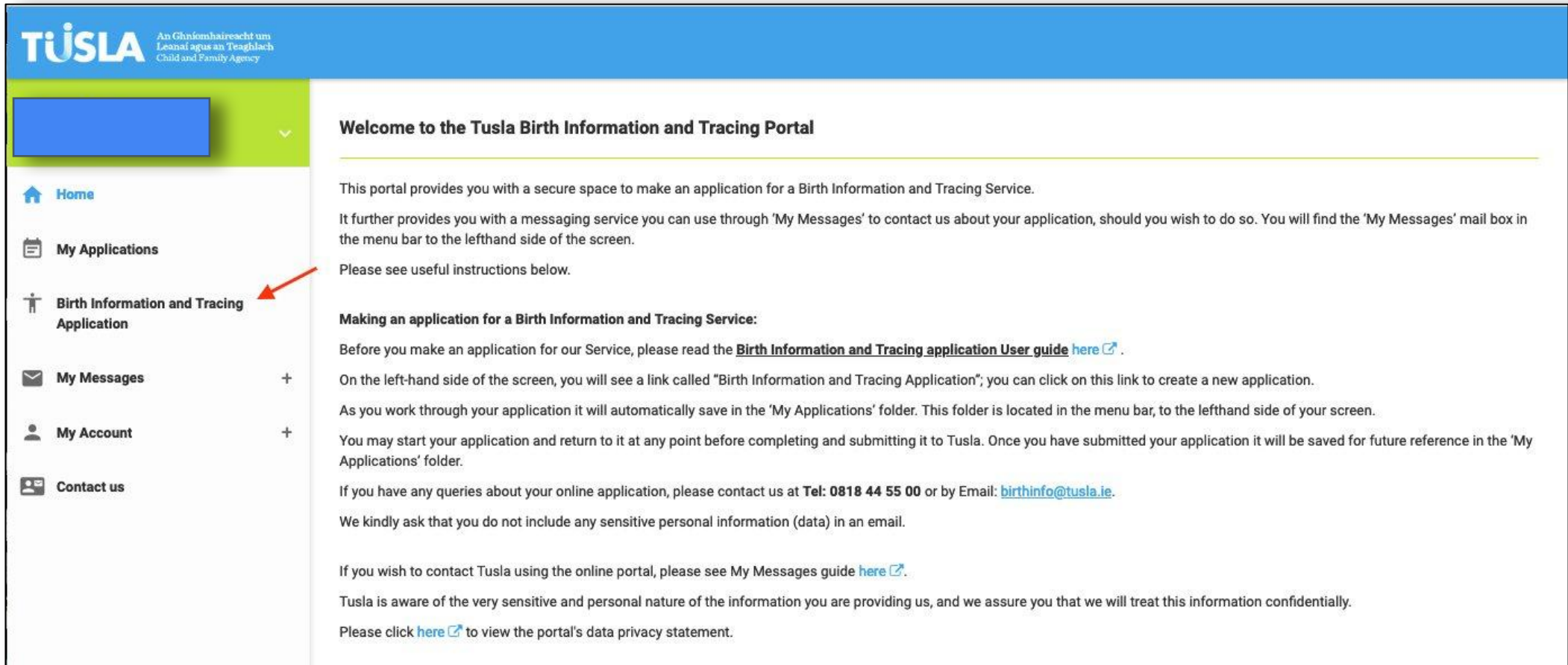
If you wish to contact Tusla using the online portal, please see **My Messages** guide [here](#) .

Tusla is aware of the very sensitive and personal nature of the information you are providing us, and we assure you that we will treat this information confidentially.

Please click [here](#)  to view the portal's data privacy statement.

When you log in you'll be asked to consult the Tusla user guide:
https://docs.tusla.ie/userguides/Tusla_Adoption_UserGuide.pdf

How To Apply To Tusla



TUSLA An Ghníomhaireacht um Leasnaí agus an Teaghlach
Child and Family Agency

Welcome to the Tusla Birth Information and Tracing Portal

This portal provides you with a secure space to make an application for a Birth Information and Tracing Service.

It further provides you with a messaging service you can use through 'My Messages' to contact us about your application, should you wish to do so. You will find the 'My Messages' mail box in the menu bar to the lefthand side of the screen.

Please see useful instructions below.

Making an application for a Birth Information and Tracing Service:

Before you make an application for our Service, please read the [Birth Information and Tracing application User guide](#) [here](#).

On the left-hand side of the screen, you will see a link called "Birth Information and Tracing Application"; you can click on this link to create a new application.

As you work through your application it will automatically save in the 'My Applications' folder. This folder is located in the menu bar, to the lefthand side of your screen.

You may start your application and return to it at any point before completing and submitting it to Tusla. Once you have submitted your application it will be saved for future reference in the 'My Applications' folder.

If you have any queries about your online application, please contact us at Tel: 0818 44 55 00 or by Email: birthinfo@tusla.ie.

We kindly ask that you do not include any sensitive personal information (data) in an email.

If you wish to contact Tusla using the online portal, please see My Messages guide [here](#).

Tusla is aware of the very sensitive and personal nature of the information you are providing us, and we assure you that we will treat this information confidentially.

Please click [here](#) to view the portal's data privacy statement.

Menu:

- Home
- My Applications
- Birth Information and Tracing Application**
- My Messages
- My Account
- Contact us

To make an application click on 'Birth Information and Tracing Application' in the menu on the left.

How To Apply To Tusla

The screenshot shows the Tusla website's application process. The header features the Tusla logo and the text 'An Ghníomhaireacht um Leasraí agus an Teaghlach Child and Family Agency'. A navigation bar includes links for 'Start', 'Your Details', 'Information Service', 'Tracing Service', 'Previous Enquiries', 'Identification', and 'Finish'. A progress bar indicates '12 %' completion. The left sidebar contains links for 'Home', 'My Applications', 'Birth Information and Tracing Application', 'My Messages', 'New Message', 'Inbox', 'Sent', 'My Account', and 'Contact us'. The main content area is titled 'PLEASE READ CAREFULLY BEFORE STARTING' and contains the following text:

The Birth Information and Tracing Application

Who may apply for information?

A relevant person. To see who a relevant person is please [click here](#)

A son/daughter of a deceased relevant person (known as a qualifying person) [click here to see restrictions](#)

The next of kin of a relevant person of a child who died while resident in a mother and baby home institution (known as a qualifying relative) [click here to see restrictions](#)

Who may apply for a tracing service?

Categories 2-3 below may trace a relevant person only

1. A relevant person from one of the categories listed above can trace any birth relative
2. A birth relative of a relevant person (If you are a parent, grandparent, aunt, uncle, sibling or first cousin)
3. A relative of a relevant person (by way of the relevant persons adoptive family, parent, grandparent, aunt, uncle, sibling or first cousin)
4. An adoptive parent of an adopted child under 18 years old

To apply, you will be asked to upload your photographic identification, such as your driver's licence or passport, to make sure we have the correct person.

You will also need to provide proof of your address, such as a household/utility bill.

We understand that your information is personal and very sensitive, so we will deal with your application in complete confidentiality.

The reason why we ask you for identification is to ensure that your information is released only to you.

If you have any other questions about the application form/application process, or any other aspect of the Birth Information and Tracing Act, please phone 0818 44 55 00 / email: birthinfo@tusla.ie where we will be happy to provide you with more assistance and support.

You are about to start: Please note you are about to start your information and/or tracing application.

Acknowledgement: We will acknowledge receipt of your application form within five working days.

A 'Next Step' button is located at the bottom right of the page.

The next page explains who may apply for information.

Click on the 'Next Step' button at the bottom right to get to the next step.

How To Apply To Tusla

The screenshot shows the Tusla website interface. At the top, the Tusla logo is displayed with the text 'An Ghníomhaireacht um Leanaí agus an Teaghlach' and 'Child and Family Agency'. Below the logo is a navigation bar with tabs: 'Start', 'Your Details' (highlighted in blue), 'Information Service', 'Tracing Service', 'Previous Enquiries', 'Identification', and 'Finish'. A progress bar below the tabs shows '24%' completion. On the left side, there is a sidebar menu with icons and text: 'Home', 'My Applications', 'Birth Information and Tracing Application', 'My Messages', 'My Account', and 'Contact us'. The main content area is titled 'Who Are You? *' and contains a list of radio button options for user selection.

TUSLA An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Start Your Details Information Service Tracing Service Previous Enquiries Identification Finish

24%

Who Are You? *

- ☐ I am a relevant person (click to expand for more options)
- ☐ I am a parent
- ☐ I am a relative
- ☐ I am an adoptive parent of a child aged under 18 years
- ☐ I am a son or daughter of a relevant person who is now deceased
- ☐ I am next of kin of a relevant person who died as a child in an institution

Select the option that applies to you.

How To Apply To Tusla

The screenshot shows the Tusla website's application interface. The header is blue with the Tusla logo and name in Irish and English. A green sidebar on the left contains navigation links: Home, My Applications, Birth Information and Tracing Application, My Messages, My Account, and Contact us. The main content area has a blue progress bar at the top with steps: Start, Your Details (active), Information Service, Tracing Service, Previous Enquiries, Identification, and Finish. Below the progress bar is a yellow progress indicator showing 24% completion. The 'Who Are You?' section has a radio button selected for 'I am a relevant person (click to expand for more options)'. Below this, a note states 'You can tick more than one box.' followed by four checkboxes: 'I was adopted in Ireland', 'My birth was illegally / unlawfully / incorrectly registered', 'I was born in Ireland and placed for adoption in another country', and 'I was in a nursed out / boarded out / in a mother and baby home / county home institution'. Below these are five radio buttons for other roles: 'I am a parent', 'I am a relative', 'I am an adoptive parent of a child aged under 18 years', 'I am a son or daughter of a relevant person who is now deceased', and 'I am next of kin of a relevant person who died as a child in an institution'. The 'Are you acting on behalf of someone else?' section has two radio buttons: 'Yes' and 'No'. The 'Applicant Details' section at the bottom has input fields for 'First Name *' and 'Surname *'.

TUSLA An Ghnómháireacht um Leanaí agus an Teaghlach
Child and Family Agency

Start Your Details Information Service Tracing Service Previous Enquiries Identification Finish

24%

Who Are You? *

☒ I am a relevant person (click to expand for more options)

You can tick more than one box.

☐ I was adopted in Ireland

☐ My birth was illegally / unlawfully / incorrectly registered

☐ I was born in Ireland and placed for adoption in another country

☐ I was in a nursed out / boarded out / in a mother and baby home / county home institution

☐ I am a parent

☐ I am a relative

☐ I am an adoptive parent of a child aged under 18 years

☐ I am a son or daughter of a relevant person who is now deceased

☐ I am next of kin of a relevant person who died as a child in an institution

Are you acting on behalf of someone else? *

☐ Yes ☐ No

Applicant Details

First Name * Surname *

Options under
'relevant person'.

How To Apply To Tusla

The screenshot shows the Tusla website's application form. The header is blue with the Tusla logo and name in Irish and English. A left-hand navigation menu is visible with links to Home, My Applications, Birth Information and Tracing Application, My Messages, My Account, and Contact us. The main content area is white and contains the following sections:

- Are you acting on behalf of someone else? *** with radio buttons for Yes and No.
- Applicant Details** section with fields for:
 - First Name * and Surname * (text input fields).
 - A text area for "If you have used any other name(s) in the past please write them here".
 - Date of Birth * (text input with instructions: "Please type in format 30/11/1960. Note you must use your mouse or arrow keys to move from day to month to year").
 - Address 1 * and Address 2 (text input fields).
 - Town/City * (text input field).
 - County * (dropdown menu with the text "Please select a County from the list below").
 - Country (dropdown menu).
 - Eircode (text input field).
 - Mobile * (text input field).
 - Telephone (text input field).
 - Email Address (text input field).
- How would you like to receive an acknowledgement of your application? *** with a note: "By selecting from the list provided you are consenting to us contacting you by the option selected."

Input your details.

If you're not acting on someone's behalf, most details will be automatically filled in.

How To Apply To Tusla

The screenshot shows the Tusla online application form. The header features the Tusla logo and the text 'An Ghnómháireacht um Leanaí agus an Teaghlach Child and Family Agency'. A left-hand navigation menu includes links for Home, My Applications, Birth Information and Tracing Application (highlighted), My Messages, My Account, and Contact us. The main form area contains the following fields and sections:

- Date of Birth ***: A text input field with a note: 'Please type in format 30/11/1960. Note you must use your mouse or arrow keys to move from day to month to year'. Below the field is a small 'day / month / year' label.
- Address 1 ***: A text input field.
- Address 2**: A text input field.
- Town/City ***: A text input field.
- County ***: A dropdown menu with the text '-- Please select a County from the list below --'.
- Country**: A dropdown menu.
- Eircode**: A text input field.
- Mobile ***: A text input field.
- Telephone**: A text input field.
- Email Address**: A text input field.
- How would you like to receive an acknowledgement of your application? ***: A section with a note: 'By selecting from the list provided you are consenting to us contacting you by the option selected.' Below this is a dropdown menu with the text '-- Please select an option from the list below --'.
- Name of adoptive/foster/registered/social parent(s) and their home address at the time you were placed with them.**: A section with a note: 'Please note this information is to assist us in locating your record, we will not make contact with your parent(s)/carer(s).' Below this is a green button labeled '+ Add parent/carer'.

At the bottom of the form are two buttons: 'Back' and 'Next Step'.

(Continued from previous slide)

How To Apply To Tusla

Authorised Person Details

First Name	Surname
<input type="text"/>	<input type="text"/>
Date of Birth Please type in format 30/11/1960. Note you must use your mouse or arrow keys to move from day to month to year	
<input type="text" value="day / month / year"/>	
Address 1	Address 2
<input type="text"/>	<input type="text"/>
Town/City	County
<input type="text"/>	<input type="text"/>
Country	Eircode/Post Code/Zip Code
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	
Mobile	Telephone
<input type="text"/>	<input type="text"/>

If you are acting on someone's behalf you will need to fill in your own details as well as the details of the person you are assisting.

How To Apply To Tusla

How would you like to receive an acknowledgement of your application? *
By selecting from the list provided you are consenting to us contacting you by the option selected.

✓ -- Please select an option from the list below --

Email

Email and letter by post

Name of adoptive/foster/registered/social parent(s) and their home address at the time you were placed with
Please note this information is to assist us in locating your record, we will not make contact with your parent(s)

Select how you'd like to receive acknowledgement of your application.

How To Apply To Tusla

The screenshot shows the Tusla website's application interface. At the top, the Tusla logo is displayed alongside its name in Irish and English: 'An Ghníomhaireacht um Leanaí agus an Teaghlach' and 'Child and Family Agency'. A navigation bar contains links for 'Start', 'Your Details' (which is highlighted), 'Information Service', 'Tracing Service', and 'Previous Enquiries'. A progress bar indicates that 24% of the application is complete. The main section is titled 'Who Are You? *' and includes a radio button option 'I am a relevant person (click to expand for more options)'. Below this, a note states 'You can tick more than one box.' There is a checked checkbox for 'I was adopted in Ireland'. A text input field is provided for the 'Name of adoption agency (if known)', with a character count of 0/200. At the bottom, there is an unchecked checkbox for 'My birth was illegally / unlawfully / incorrectly registered'.

TUSLA An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Start **Your Details** Information Service Tracing Service Previous Enquiries

24 %

Who Are You? *

☒ I am a relevant person (click to expand for more options)

You can tick more than one box.

☒ I was adopted in Ireland

Name of adoption agency (if known)

/200

☐ My birth was illegally / unlawfully / incorrectly registered

Input the name of your adoption agency if you know it (don't worry if you don't).

How To Apply To Tusla

Who Are You? *

☒ I am a relevant person (click to expand for more options)

You can tick more than one box.

☐ I was adopted in Ireland

☒ My birth was illegally / unlawfully / incorrectly registered

Any details of place of birth (if known)

/200

If you select that your birth was illegally registered, you will be asked to provide any details you may have about your place of birth.

How To Apply To Tusla

/200

✓ I was born in Ireland and placed for adoption in another country

Name of other country (if known)

✓

Ireland

Afghanistan

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua and Barbuda

☐ I am a parent

☐ I am a relative

☐ I am an adopter

☐ I am a son/daughter

☐ I am next of kin

If you were born in Ireland and adopted to another country, select the name of the country you were adopted to.

How To Apply To Tusla

✓ I was in a nursed out / boarded out / in a mother and baby home / county home institution

Name of Institution (if known)

/200

If you were nursed out, boarded out or in a Mother and Baby Home or a County Home, state the name of the institution if you know it.

How To Apply To Tusla

Name of adoptive/foster/registered/social parent(s) and their home address at the time you were placed with them.

Please note this information is to assist us in locating your record, we will not make contact with your parent(s)/carer(s).

[+ Add parent/carers](#)

[Back](#)

On the same page, you are asked for your adoptive parents' name/address at the time of your placement.

NB: this information is sought only to facilitate the location of your records. Tusla will not make contact with your adoptive parent(s).

Add parent/carers

First Name * Surname *

Home address at time you were placed with them

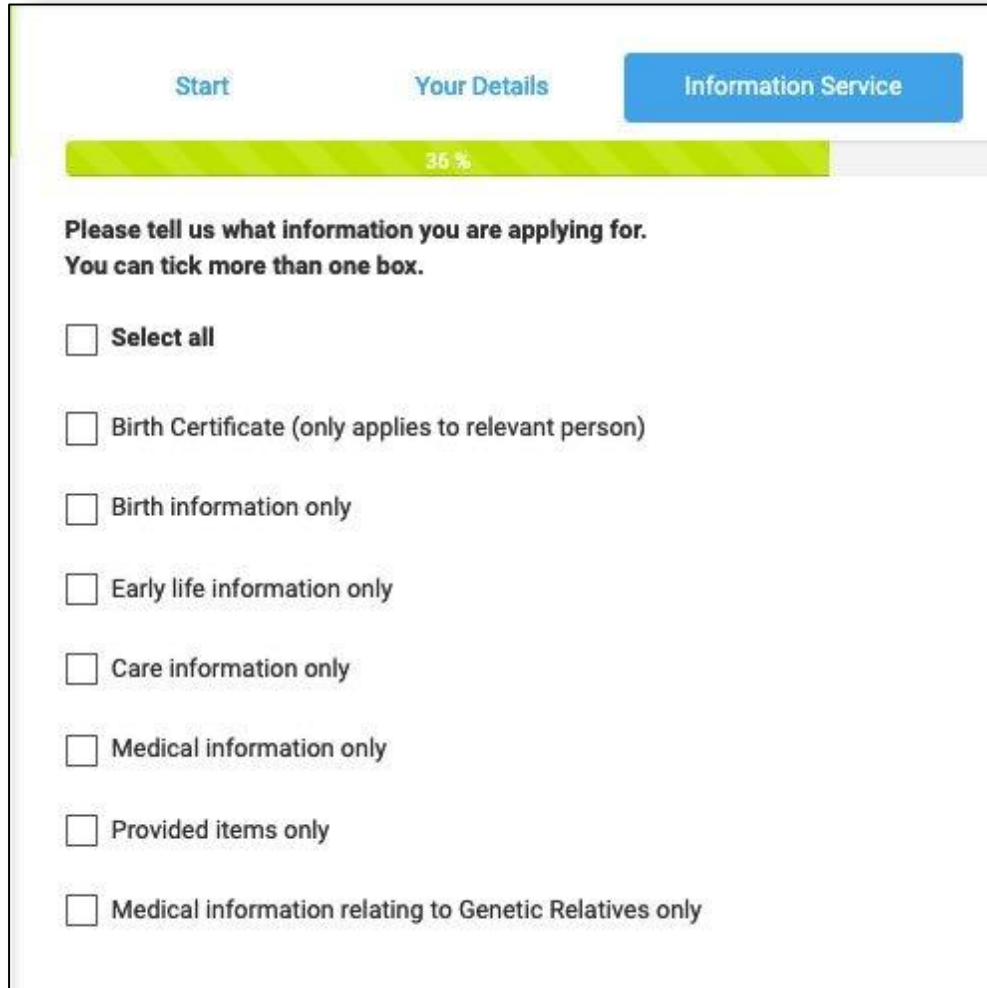
Country Address 1 *

Address 2 Town/City *

County * Eircode/Post Code/Zip Code

[Cancel](#) [Save](#)

How To Apply To Tusla



The screenshot shows a web form with three tabs: 'Start', 'Your Details', and 'Information Service'. The 'Information Service' tab is active. A progress bar at the top indicates 36% completion. Below the progress bar, the text reads: 'Please tell us what information you are applying for. You can tick more than one box.' There are eight checkboxes listed:

- ☐ Select all
- ☐ Birth Certificate (only applies to relevant person)
- ☐ Birth information only
- ☐ Early life information only
- ☐ Care information only
- ☐ Medical information only
- ☐ Provided items only
- ☐ Medical information relating to Genetic Relatives only

When you click Next Step you'll be brought to this page asking what information you wish to apply for.

Click 'Select all' if you want everything.

How To Apply To Tusla

Start Your Details **Information Service** Tracing Service Previous Enquiries

36 %

Please tell us what information you are applying for.
You can tick more than one box.

- ☒ Select all
- ☒ Birth Certificate (only applies to relevant person)
- ☒ Birth information only
- ☒ Early life information only
- ☒ Care information only
- ☒ Medical information only
- ☒ Provided items only
- ☒ Medical information relating to Genetic Relatives only

If you wish to receive this genetic medical information Tusla can only release this information to your nominated G.P.
Please provide your doctors details in the box provided.

+ Add Nominated Doctor

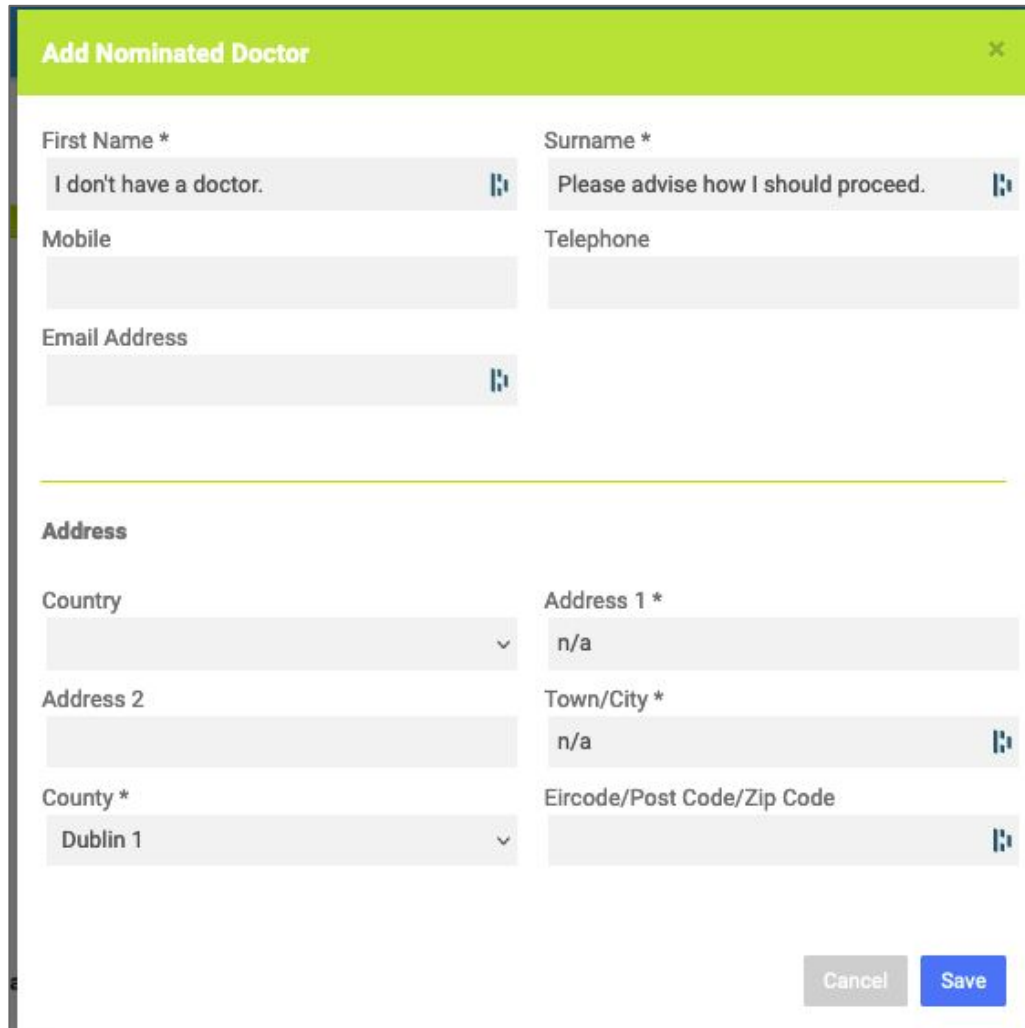
Back

If you have selected Medical Information Relating to Genetic Relatives, you will be asked to provide your doctor's details.

We disagree with this requirement, however, it is currently part of the legislation so for the moment it cannot be changed.

On the next page we provide information on what to do if you do not have a GP or if you do not want your local GP to have this information.

How To Apply To Tusla



Add Nominated Doctor

First Name *
I don't have a doctor.

Surname *
Please advise how I should proceed.

Mobile
[Empty field]

Telephone
[Empty field]

Email Address
[Empty field]

Address

Country
[Empty dropdown]

Address 1 *
n/a

Address 2
[Empty field]

Town/City *
n/a

County *
Dublin 1

Eircode/Post Code/Zip Code
[Empty field]

Cancel Save

If you cannot provide the name of a doctor for whatever reason* we suggest that you explain this in the spaces provided and then discuss the matter further with Tusla.

See the example in the image to the left (insert 'n/a' in any compulsory fields).

*For example if do not have a GP or if you live outside Ireland and cannot provide the name of a medical practitioner.

How To Apply To Tusla

The screenshot shows a web form for applying to Tusla's tracing service. At the top, there are five tabs: 'Start', 'Your Details', 'Information Service', 'Tracing Service' (which is highlighted in blue), and 'Previous Enquiries'. Below the tabs is a progress bar showing '48 %' completion. A yellow warning box states: 'If you do not require a tracing service you can skip this section.' The main section is titled 'I am seeking to trace.' and includes instructions: 'Please note that you may only apply to trace one relative per application form. If you wish to apply to trace another person you must complete another application form. You can tick only one box.' There are four radio button options: 'Mother', 'Father', 'Brother or sister (if applicable)', and 'Other relatives: Grandparent, aunt, uncle, first cousin'. Below these is a section titled 'Details of person I am seeking to trace.' with instructions: 'If you have any details about this person please provide them by clicking 'Add Person I want to trace (e.g. mother)' button below. You may add only one person you wish to trace.' A green button with a plus icon and the text '+ Add Person I want to trace (e.g. mother)' is present. At the bottom left is a blue 'Back' button.

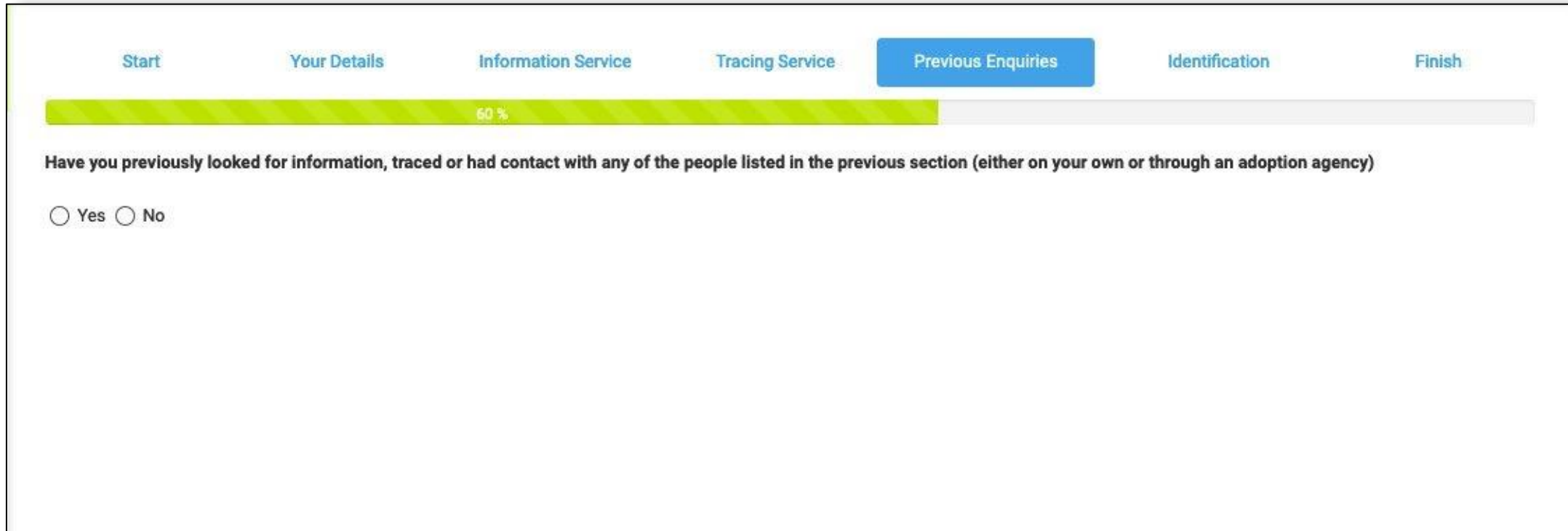
On the next page you will be asked if you want to avail of a tracing service (even if you have selected information only at the beginning of your application).

(If you have selected that you are a parent or relative you will be brought directly to this page.)

If you do not wish to avail of a tracing service you can skip to the next section.

Further guidance on availing of the tracing service will follow in a future version of this guide.

How To Apply To Tusla



The screenshot shows a progress bar at the top with seven steps: Start, Your Details, Information Service, Tracing Service, Previous Enquiries (highlighted in blue), Identification, and Finish. Below the progress bar, a question is displayed: "Have you previously looked for information, traced or had contact with any of the people listed in the previous section (either on your own or through an adoption agency)". Below the question are two radio button options: "Yes" and "No".

Start Your Details Information Service Tracing Service **Previous Enquiries** Identification Finish

60 %

Have you previously looked for information, traced or had contact with any of the people listed in the previous section (either on your own or through an adoption agency)

☐ Yes ☐ No

When you click Next Step you'll be brought to this page where you're asked if you've previously looked for information or traced family members.

How To Apply To Tusla

The screenshot shows a web form for applying to Tusla. At the top, there is a progress bar with seven steps: Start, Your Details, Information Service, Tracing Service, Previous Enquiries (highlighted in blue), Identification, and Finish. Below the progress bar, the 'Previous Contact' section is active. It contains a heading 'Previous Contact:', a paragraph explaining that users can provide details of previous contact with adoption agencies or those who held records prior to their transfer to Tusla, and a note that the reason for seeking details is to ensure the widest possible search for information. Below this is a large text input box with a placeholder 'Please feel free to provide some details in this box about your previous contact' and a character count '/500'. The 'Any other Information' section follows, with a heading 'Any other Information:', a paragraph asking users to provide any other information related to their application, and another large text input box with a character count '/500'.

When you click yes you are asked to give details. (**‘Previous contact’ means previous contact with State authorities or adoption agencies.**)

Tusla have informed us that this information is sought to ensure that all possible records are gathered, e.g., if you were dealing with a health board in the past.

You do not have to share information about your own research or your private family relationships and you should only give information you are comfortable sharing.

If you previously left this question blank and wish to share information you believe may be helpful in locating your records, email birthinfo@tusla.ie

How To Apply To Tusla

The screenshot shows the 'Identification' step of the Tusla application process. At the top, a progress bar indicates 84% completion. The navigation menu includes 'Start', 'Your Details', 'Information Service', 'Tracing Service', 'Previous Enquiries', 'Identification' (highlighted), and 'Finish'. A yellow box on the left contains instructions: 'Please do not post original documents to Tusla.' and 'We may need additional documentation to process your application and we will contact you in this event.' Below this, a 'Required' section lists two main categories of documents: 'Photo identification, one of the following:' (Passport, Driver's Licence, Garda Age Card, Public Service Card) and 'Add proof of address, one of the following' (Utility bill, Bank statement, Revenue letter). The main area features a dashed box for file upload with the text 'Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.' and a cloud icon with an upward arrow. Below the icon, it says 'Drag and drop files here (max 15mb) or' followed by a 'BROWSE TO SELECT FILES' button.

Start Your Details Information Service Tracing Service Previous Enquiries **Identification** Finish

84 %

- Please do not post original documents to Tusla.
- We may need additional documentation to process your application and we will contact you in this event.

Required

- Photo identification, one of the following:
 - Passport
 - Driver's Licence (including learners permit)
 - Garda Age Card
 - Public Service Card
- Add proof of address, one of the following
 - Utility bill
 - Bank statement
 - Revenue letter

Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.

Drag and drop files here (max 15mb)
or
BROWSE TO SELECT FILES

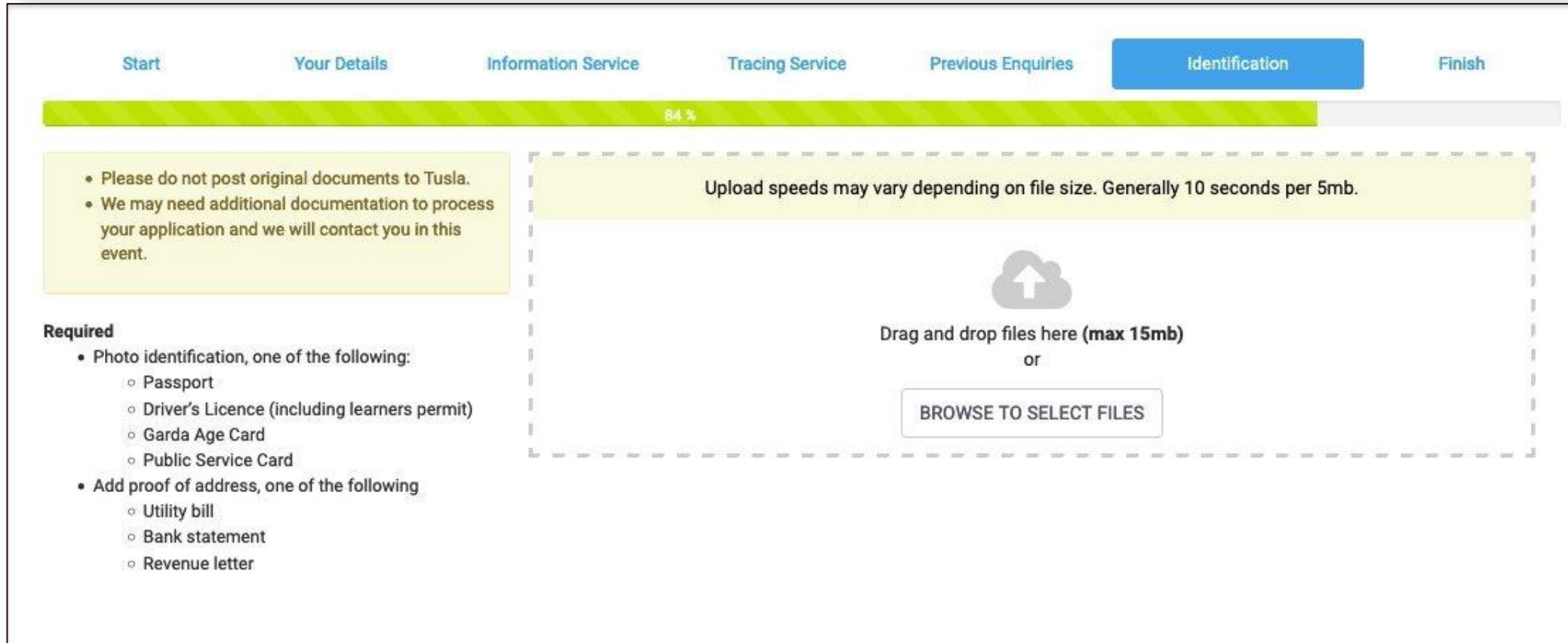
On the next page you will be asked to upload identification and proof of address. If you're having trouble uploading images, try converting them to PDF format.

If one of your parents is deceased

The screenshot shows the 'Identification' step of a process. At the top, a navigation bar includes 'Start', 'Your Details', 'Information Service', 'Tracing Service', 'Previous Enquiries', 'Identification' (highlighted), and 'Finish'. Below this, a green progress bar indicates 84% completion. On the left, a yellow box contains two bullet points: 'Please do not post original documents to Tusla.' and 'We may need additional documentation to process your application and we will contact you in this event.' Below this, under the heading 'Required', there are two main bullet points: 'Photo identification, one of the following:' with sub-points 'Passport', 'Driver's Licence (including learners permit)', 'Garda Age Card', and 'Public Service Card'; and 'Add proof of address, one of the following' with sub-points 'Utility bill', 'Bank statement', and 'Revenue letter'. On the right, a large dashed box contains a yellow header with the text 'Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.' Below this is a cloud icon with an upward arrow, followed by the text 'Drag and drop files here (max 15mb) or'. At the bottom of this dashed box is a button labeled 'BROWSE TO SELECT FILES'.

If your natural mother or father is deceased, you can use this page to upload their death certificate. We recommend doing this because deceased persons do not have data protection rights and this may facilitate the release of additional records to you.

If you changed your name by deed poll



The screenshot shows the 'Identification' step of a process. At the top, a navigation bar includes 'Start', 'Your Details', 'Information Service', 'Tracing Service', 'Previous Enquiries', 'Identification' (highlighted), and 'Finish'. Below this is a green progress bar at 84%. On the left, a yellow box contains two bullet points: 'Please do not post original documents to Tusla.' and 'We may need additional documentation to process your application and we will contact you in this event.' Below this, under the heading 'Required', are two main bullet points: 'Photo identification, one of the following:' with sub-points 'Passport', 'Driver's Licence (including learners permit)', 'Garda Age Card', and 'Public Service Card'; and 'Add proof of address, one of the following' with sub-points 'Utility bill', 'Bank statement', and 'Revenue letter'. On the right, a large dashed box contains a yellow header with the text 'Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.' Below this is a cloud icon with an upward arrow, followed by the text 'Drag and drop files here (max 15mb) or'. At the bottom of this dashed box is a button labeled 'BROWSE TO SELECT FILES'.

If you changed your name by deed poll, you can use this page to upload evidence of this. We recommend doing this in order to facilitate the swift processing of your application.

How To Apply To Tusla

Start

Your Details

Information Service

Tracing Service

Previous Enquiries

Identification

Finish


84 %

- Please do not post original documents to Tusla.
- We may need additional documentation to process your application and we will contact you in this event.





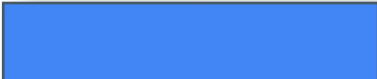

Required

- Photo identification, one of the following:
 - Passport
 - Driver's Licence (including learners permit)
 - Garda Age Card
 - Public Service Card
- Add proof of address, one of the following
 - Utility bill
 - Bank statement
 - Revenue letter

Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.

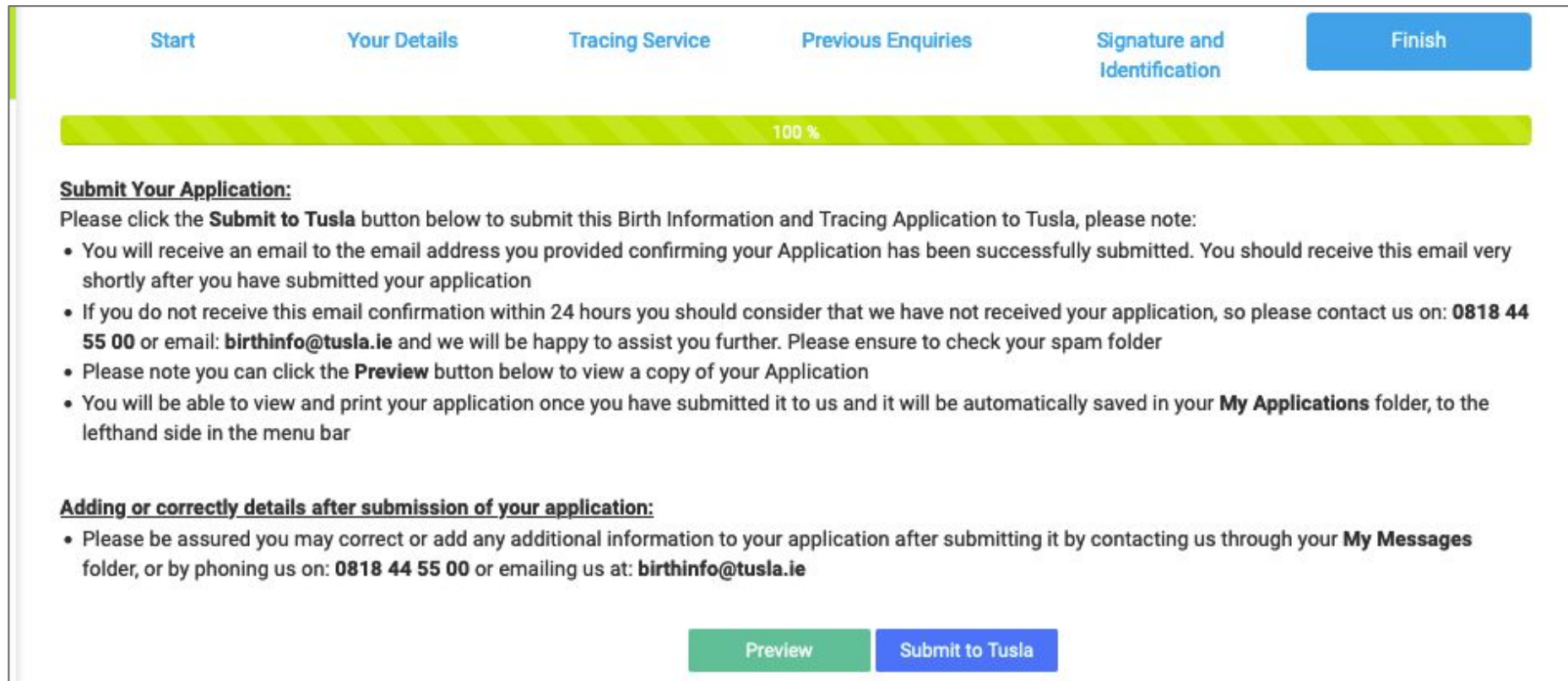

Drag and drop files here (max 15mb)
or

BROWSE TO SELECT FILES

Download	Date	File name	Document classification	Delete
	03/10/22		Utility bill ▾	
	03/10/22		Passport ▾	

When you're done uploading, select the classification for each document. You will need to correctly label the document or the system will not let you proceed (e.g. if the document is a passport you should not state that it is a bill).

How To Apply To Tusla



The screenshot shows a web application interface for submitting a birth information and tracing application to Tusla. At the top, there is a horizontal navigation bar with six tabs: 'Start', 'Your Details', 'Tracing Service', 'Previous Enquiries', 'Signature and Identification', and 'Finish'. The 'Finish' tab is highlighted with a blue background. Below the navigation bar is a green progress bar indicating 100% completion. The main content area contains the following text and instructions:

Submit Your Application:
Please click the **Submit to Tusla** button below to submit this Birth Information and Tracing Application to Tusla, please note:

- You will receive an email to the email address you provided confirming your Application has been successfully submitted. You should receive this email very shortly after you have submitted your application
- If you do not receive this email confirmation within 24 hours you should consider that we have not received your application, so please contact us on: **0818 44 55 00** or email: **birthinfo@tusla.ie** and we will be happy to assist you further. Please ensure to check your spam folder
- Please note you can click the **Preview** button below to view a copy of your Application
- You will be able to view and print your application once you have submitted it to us and it will be automatically saved in your **My Applications** folder, to the lefthand side in the menu bar

Adding or correctly details after submission of your application:

- Please be assured you may correct or add any additional information to your application after submitting it by contacting us through your **My Messages** folder, or by phoning us on: **0818 44 55 00** or emailing us at: **birthinfo@tusla.ie**

At the bottom of the form, there are two buttons: a green 'Preview' button and a blue 'Submit to Tusla' button.

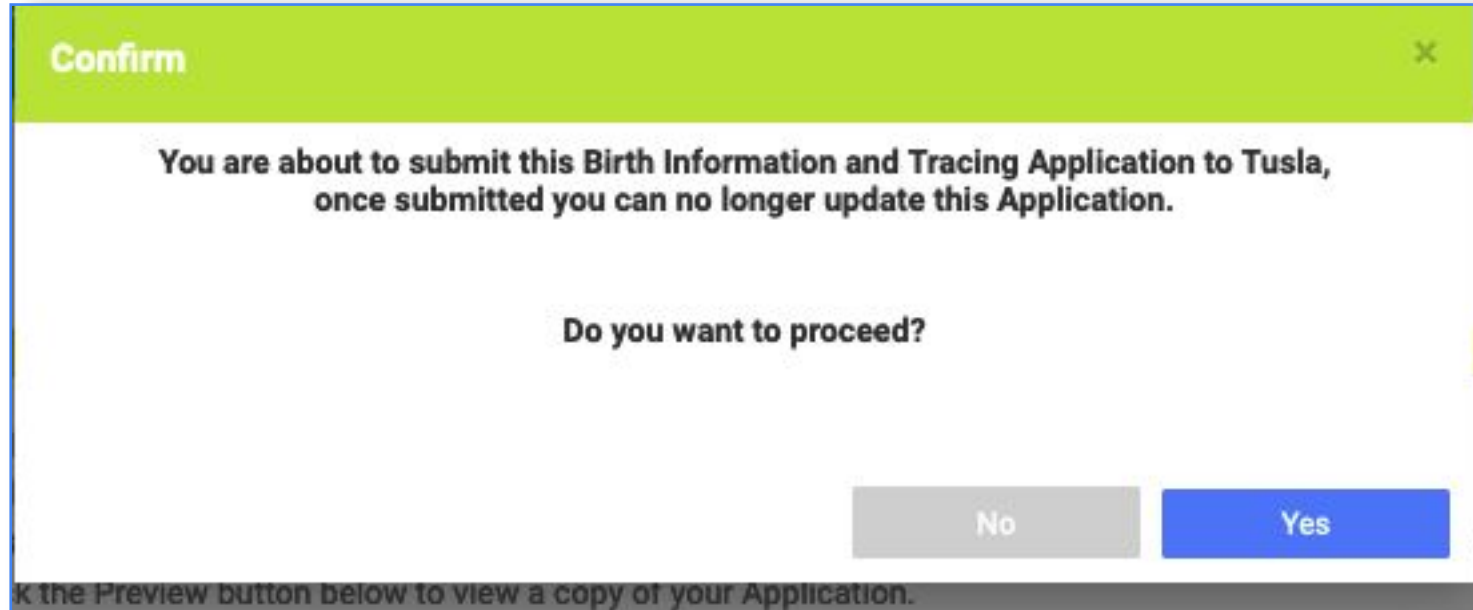
This is the final page. Tusla advises if you don't receive confirmation within 24 hours you should contact them. Don't worry if this happens; your application will have saved every time you clicked 'Next Step' and it is accessible in the 'My Applications' folder (see following pages). Nonetheless, we **strongly** advise clicking 'Preview' to allow you to save a copy as shown on the next page.

How To Apply To Tusla



When your preview opens, click 'Save a copy' and a PDF will save to your computer.

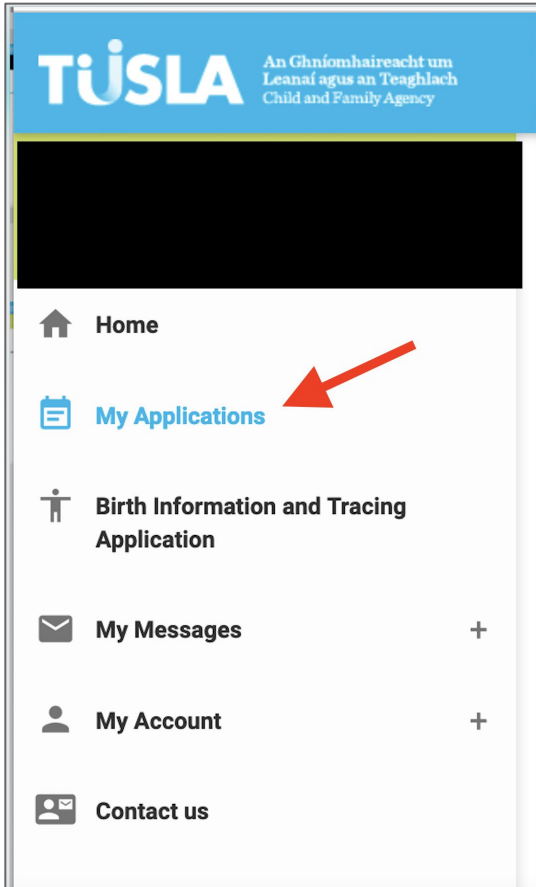
How To Apply To Tusla



When you click 'Submit' you will be told that once you submit your application you can no longer update it.

While it is not possible to amend your application via the system, if you wish to provide additional details, correct an error or otherwise amend your application, contact Tusla at birthinfo@tusla.ie

How To Apply To Tusla



If you are unsure whether your application has been successfully submitted, click on 'My Applications' on the left hand side of your screen. This will bring up a page containing your applications.

As shown in the screenshot above, if your application **has not** been submitted it will show a status of 'Un-submitted'.

How To Apply To Tusla

Please note...

Tusla, hereby acknowledges and thanks you for completing the Birth Information & Tracing Application form.

Your unique tracking reference number is: [REDACTED]

You will receive an email within 1 day confirming your Application has been successfully submitted.

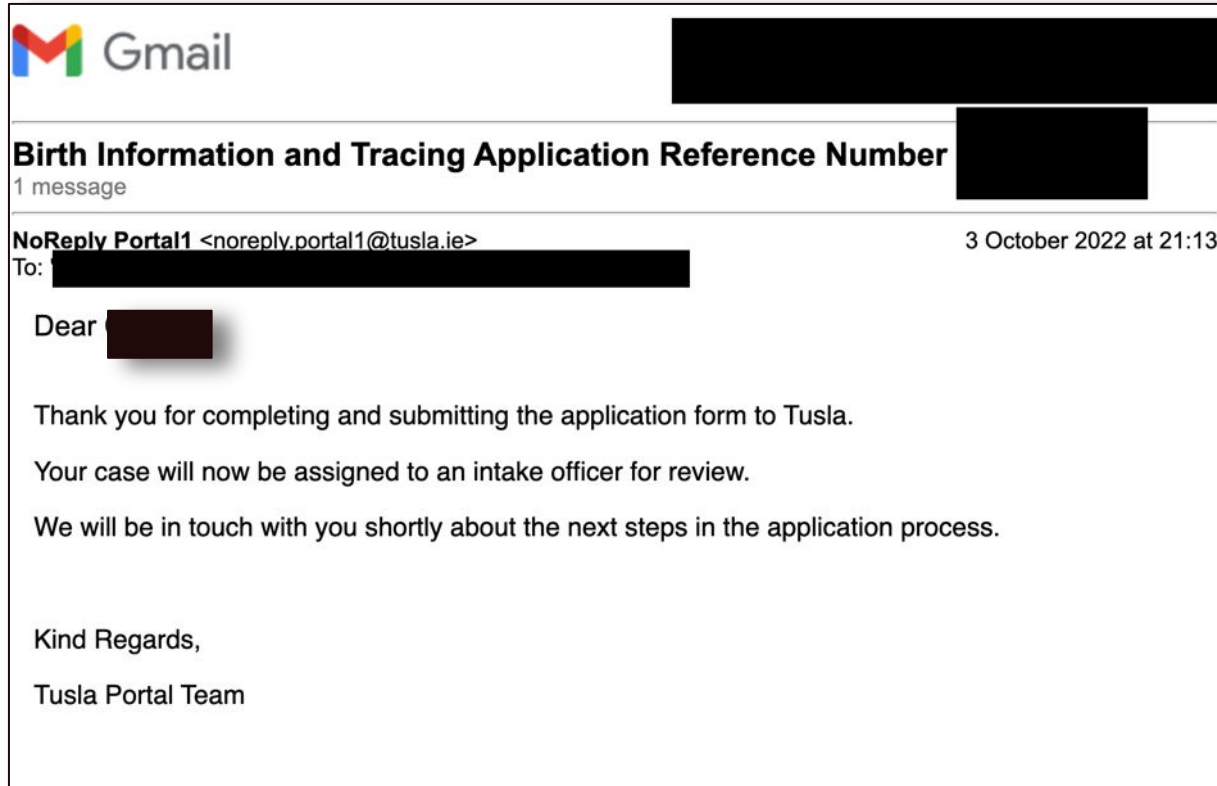
If you do not receive this email, please phone us on 0818 44 55 00.

Ok

Once you click submit you will see this message.

- ⇒ We recommend that you make a note of the reference number.
- ⇒ When your records are released to you, you may receive a different reference number on your cover letter. We do not know why this is the case but we recommend that you make a note of both.

How To Apply To Tusla



After you have submitted your application you should receive a confirmation email like this one.

How do I amend my Tusla application?

The screenshot shows a web interface for submitting a Tusla application. At the top, there is a progress bar with six steps: Start, Your Details, Tracing Service, Previous Enquiries, Signature and Identification, and Finish. The progress bar is 100% complete. Below the progress bar, the 'Submit Your Application' section contains instructions and a list of bullet points. A red box highlights the 'Adding or correcting details after submission of your application' section, which includes a bullet point about how to amend the application after submission. At the bottom, there are two buttons: 'Preview' and 'Submit to Tusla'.

Submit Your Application:
Please click the **Submit to Tusla** button below to submit this Birth Information and Tracing Application to Tusla, please note:

- You will receive an email to the email address you provided confirming your Application has been successfully submitted. You should receive this email very shortly after you have submitted your application
- If you do not receive this email confirmation within 24 hours you should consider that we have not received your application, so please contact us on: **0818 44 55 00** or email: **birthinfo@tusla.ie** and we will be happy to assist you further. Please ensure to check your spam folder
- Please note you can click the **Preview** button below to view a copy of your Application
- You will be able to view and print your application once you have submitted it to us and it will be automatically saved in your **My Applications** folder, to the lefthand side in the menu bar

Adding or correcting details after submission of your application:

- Please be assured you may correct or add any additional information to your application after submitting it by contacting us through your **My Messages** folder, or by phoning us on: **0818 44 55 00** or emailing us at: **birthinfo@tusla.ie**

Preview **Submit to Tusla**

If you wish to provide additional details, correct an error or otherwise amend your application, contact Tusla at birthinfo@tusla.ie. (You can also phone but **we strongly recommend that you keep all communications in writing.**)


5

HOW TO APPLY TO THE ADOPTION AUTHORITY

How To Apply To The Adoption Authority

Apply to the Adoption Authority of Ireland

If you know the Adoption Authority holds information relating to you, please complete the form below to request your information.



Information Application Form
For people seeking to access their birth, care, early life & medical information.

If you are looking to request information from adoption records, please complete this form. This form is for:

1. An adopted person
2. A person who was nursed or boarded out
3. A person who may have spent time in a Mother and Baby Home or other institution
4. A person whose birth may have been illegally registered
5. A son or daughter of an adopted person where the relevant person is known to be deceased
6. A relative of an adopted person where the relevant person died in a Mother & Baby Home or other institution.

This form has five sections

Section 1	General information
Section 2	Your current personal details
Section 3	Application details
Section 4	What information are you requesting?
Section 5	Identification and signature

[Next](#)

To apply to the Adoption Authority visit:

<https://birthinfo.ie/what-options-do-i-have/apply-to-the-adoption-authority-of-ireland>

The online application form is contained in a frame within the page.

Click Next to move to the next section.

How To Apply To The Adoption Authority

Apply to the Adoption Authority of Ireland

If you know the Adoption Authority holds information relating to you, please complete the form below to request your information.

Section 1: General Information

What is this application form for?

The Birth Information & Tracing Act 2022 allows people who have been affected by the issue of adoption to request that the Adoption Authority conduct a search of their records and, if located, provide copies of documents from the record(s) pertaining to the applicant. By submitting this application form, the Adoption Authority is obliged to either provide any documents relating to the applicant or inform the applicant that a search of Authority's records returned no relevant files.

What adoption records do the Adoption Authority hold?

The Adoption Authority holds files for every adoption that was legally recognised in the Republic of Ireland since the legalisation of the process in 1952. In addition, we hold some files where the adoption process was started but never completed. The Adoption Authority holds the following adoption files:

- Adoption Authority, formerly An Bord Uchtála, which includes private and family adoptions before 2009
- Cúnamh, formerly known as the Child Protection & Rescue Society of Ireland (CPRS)
- PACT, formerly known as the Protestant Adoption Society, which includes records from the following locations and bodies
 - Denny House
 - Fairfield Children's House
 - Bethany House
 - The Magdalen Home
 - The Nursery Rescue Society
 - Here2Help
- St. Brigid's Adoption Society
- St. Thérèse Adoption Society

Upon receipt of a completed application form the Adoption Authority will conduct searches of the above records and endeavour to locate all information relevant to the applicant.

How will I receive my information?

This application form allows the applicant to choose how they receive their information. If requested, information can be sent via email as long as the applicant gives us permission. The information will be encrypted and attached to an email and a password will be given to you to access it. All information sent through the post will be by registered mail and will require your signature before being released. Where you have requested medical information for a genetic relative, this will be sent directly to your nominated medical practitioner (e.g. your General Practitioner).

Who can apply for information?

The Adoption Authority can accept applications for information from the following:

Apply to the Adoption Authority of Ireland

If you know the Adoption Authority holds information relating to you, please complete the form below to request your information.

Who can apply for information?

The Adoption Authority can accept applications for information from the following:

- An adopted person (a legally recognised adoption).
- A person who was nursed or boarded out (a care arrangement that may have been organised by the State).
- A person who may have spent time in a Mother and Baby Home or other institution. This may have been before a formal adoption took place or a care arrangement was organised.
- A person whose birth may have been illegally registered (where a birth was illegally registered and no formal adoption took place).
- Son or daughter of an adopted person where the relevant person is known to be deceased. *
- Relative of an adopted person where the relevant person is known to have died while he or she was a resident in a Mother and Baby Home or other institution. *

* Please note, if you are applying for information relating to a deceased person, you will have to provide proof of death with this application form. The Adoption Authority will only accept the following documents as proof of death:

1. A death certificate or a copy of a death certificate
2. A published obituary

In some cases, proof of your relationship to the deceased will also be required. For example, if your father was adopted and is now deceased, we will require your birth certificate to prove your relationship to the adoptee.

The next section is an information page on what records are available and who can apply.

Click 'Next' to move on.

How To Apply To The Adoption Authority

Section 2: Your current personal details
Please provide your email address, postal address or phone number. we will use these details to send you the information you have requested.

Your first name(s): *

Your last name: *

If you have previously used other names (like a maiden name, please add them here):

Your date of birth (if unsure or not known please provide the date you are most confident of):

Your phone number (landline or mobile):

Please enter a valid phone number.

Your Postal address *

Street Address

Your Postal address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Your email address

Please choose the format you would like to receive your information in: *

☐ Electronic copy (email) ☐ Paper copy (post)

[Back](#) [Next](#)

On this page you input your current personal details.

Don't worry if you get an error warning like the one below, you will still be able to continue inputting your details.

There is 1 error in this page. Please correct it before moving on. [See Errors](#)

Section 2: Your current personal details
Please provide your email address, postal address or phone number. we will use these details to send you the information you have requested.

Your first name(s): *

Your last name: *

This field is required.

If you have previously used other names (like a maiden name, please add them here):

Your date of birth (if unsure or not known please provide the date you are most confident of):

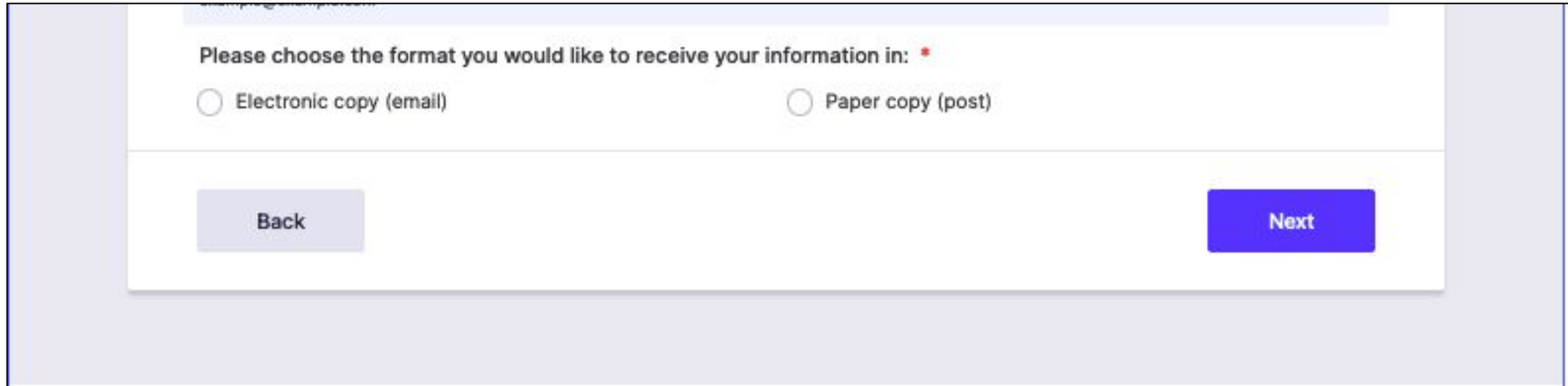
Your phone number (landline or mobile):

Please enter a valid phone number.

Your Postal address *

Street Address

How To Apply To The Adoption Authority



The screenshot shows a web form with a light blue header and a white content area. The text 'Please choose the format you would like to receive your information in: *' is displayed in a dark grey font. Below this text are two radio button options: 'Electronic copy (email)' and 'Paper copy (post)'. At the bottom of the form, there are two buttons: a light blue 'Back' button on the left and a dark blue 'Next' button on the right.

Please choose the format you would like to receive your information in: *

☐ Electronic copy (email) ☐ Paper copy (post)

Back Next

At the end of the same page you will be asked if you'd like to receive the records in electronic or paper form.

How To Apply To The Adoption Authority

Section 3 : Application details

Please choose the description that best suits your status as an applicant.

For example, if you know you were adopted in the Republic of Ireland, you would choose Adopted Person. Please indicate your status from this list (you should tick all those that apply to you, for example if you were fostered/boarded out and then adopted later)

Your Status as an applicant *

<input type="checkbox"/> Adopted Person	<input type="checkbox"/> A person who may have spent time in a Mother & Baby home or other institution
<input type="checkbox"/> Son of an adopted person who is known to be deceased	<input type="checkbox"/> Relative of a person who is known to have died in a Mother & Baby Home or other institution
<input type="checkbox"/> A person who was fostered/boarded out	<input type="checkbox"/> A person whose birth may have been illegally registered
<input type="checkbox"/> Daughter of an adopted person who is known to be deceased	<input type="checkbox"/> Other

If Other (please provide your status)

If you are applying for information relating to your own adoption, including foster cases and possible illegal registrations, please skip to Section 4

On the next page you fill in details about your status, i.e., whether you're an adopted person, a relative etc.

If you're a relative of a deceased adopted/fostered person you have an option to upload further information including a death certificate.

If you are requesting information relating to an adopted person (including foster cases and individuals placed in an institution) who is known to be deceased, please complete the following steps:

Please provide the details for the person whose information you are requesting

Name of the person

Date of birth (if unsure or not known, please provide the date you are most confident of):

MM-DD-YYYY

Date

You can use the space below to add any information which might help us locate relevant records

Type here...

Date of Death

Date of Death

MM-DD-YYYY

Date

Please remember to attach one of the following documents as proof of death:

- A death certificate or a copy of a death certificate
- A published obituary

Where proof of death is necessary it is essential that one of the above documents is provided or else the application will not be processed

Back

Next

How To Apply To The Adoption Authority

Section 4: What information are you requesting?

You can choose more than one of these options. Please tick the boxes to show what information you are requesting

☐ Original Birth Certificate

☐ Birth Information

☐ Early Life Information

☐ Care Information (for those who were in a care arrangement)

☐ Medical Information

☐ Medical Information of a Genetic Relative

☐ Incorrect Birth Registration Information

☐ Provided Items (If applicable)

Note: If you are requesting medical information on a genetic relative please provide the name and address of your medical practitioner below

Name and Postal Address of your Medical Practitioner

Type here...

Back Next

On the next page you can select the records you are looking for.

If you want all available records, make sure to tick each box.

How To Apply To The Adoption Authority

Section 4: What information are you requesting?

You can choose more than one of these options. Please tick the boxes to show what information you are requesting

☐ Original Birth Certificate

☐ Birth Information

☐ Early Life Information

☐ Care Information (for those who were in a care arrangement)

☐ Medical Information

☐ Medical Information of a Genetic Relative

☐ Incorrect Birth Registration Information

☐ Provided Items (If applicable)

Note: If you are requesting medical information on a genetic relative please provide the name and address of your medical practitioner below

Name and Postal Address of your Medical Practitioner

Type here...

Back Next

If you have selected Medical Information on a Genetic Relative, you will be asked to provide your doctor's details.

We disagree with this requirement. However, it is currently part of the legislation so for the moment it cannot be changed.

If you cannot provide the name of a doctor for whatever reason* we suggest that you explain this in the space provided and then discuss the matter further with the Adoption Authority.

*For example if do not have a GP or if you live outside Ireland and cannot provide the name of a medical practitioner.

How To Apply To The Adoption Authority

Section 5: Identification and signature

I, the Applicant, consent to my scanned written signature or my electronic signature or my typed signature being used by the Adoption Authority of Ireland to authorise my agreement to the information provided on this form.

Consent options *

☐ Yes ☐ No

By signing this form, I acknowledge that to the best of my knowledge, all information given by me is true and accurate. I also confirm that the personal identification provided by me is true and accurate.

Acknowledgement options *


☐ Yes ☐ No

What form of identification are you sending? *


☐ Passport ☐ Driving licence (including provisional licence)
☐ Garda Age Card ☐ Public Services Card

Upload your identification *


Upload your identification *

 **Browse Files**
Drag and drop files here

Your Signature or mark: *



Date of Application *



Note: This is an extremely serious and sensitive matter for those involved. The adoption authority will report any person who misuses the for to An Garda Síochána

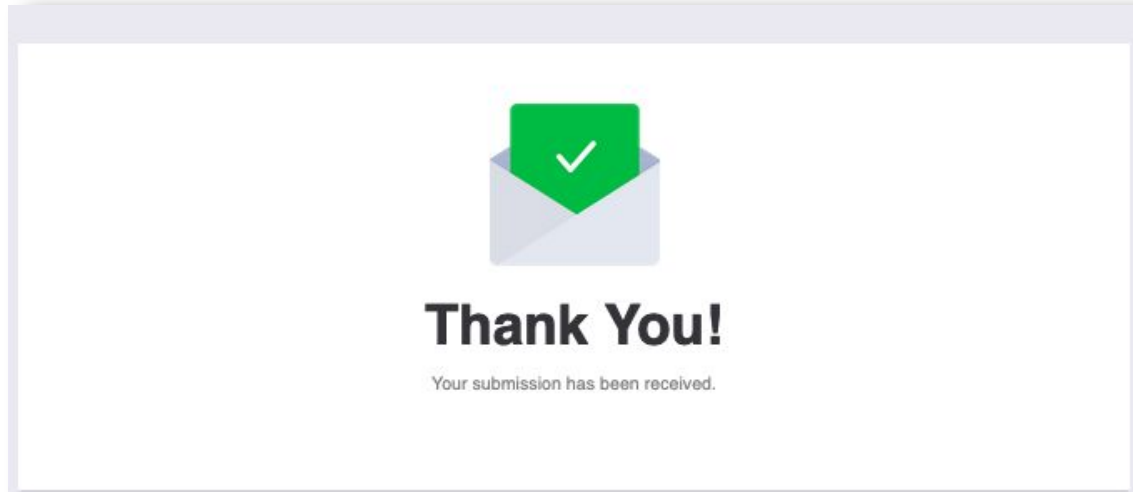
On the next page you need to provide proof of identification and provide consent to the use of your data.

→ If you're having difficulty uploading images, use PDFs.

You also need to sign on the screen using your mouse or trackpad. Don't worry if you can't manage to do your usual signature, a mark (i.e., an X) will be accepted.

When you're done click 'Submit'.

How To Apply To The Adoption Authority



Once you click 'Submit' you will be brought to this page, indicating that your submission has been received.

How To Apply To The Adoption Authority



Once you have submitted your application you should receive a confirmation email with a reference number.

How do I amend my Adoption Authority application?



If you wish to provide additional details, correct an error or otherwise amend your Adoption Authority application, send an email to records@aai.gov.ie.

(You can also phone but **we strongly recommend that you keep all communications in writing.**)

6

WHAT HAPPENS NEXT?

What Happens Next?



According to the legislation, once you have submitted all required information and documents to the Adoption Authority and/or Tusla, you should expect a response to your request within 30 days.

However, both Tusla and the Adoption Authority have stated that they will not be able to comply with this requirement (see the next page).

If your application is deemed to be 'complex' you will be informed of this within 30 days, but the statutory timeframe within which you can expect to receive a response is extended by a further 60 days **(in other words, according to the legislation, you should receive a response within three months).**

Delays...



On 28th October, Tusla and the AAI began emailing (many but not all) applicants to inform them that they will not receive their records within the statutory 30 days.

- Some Tusla applicants may not receive their records until 21st December
- Other Tusla applicants may not receive their records until the end of January
- Some Adoption Authority applicants may not receive their records until the end of January.

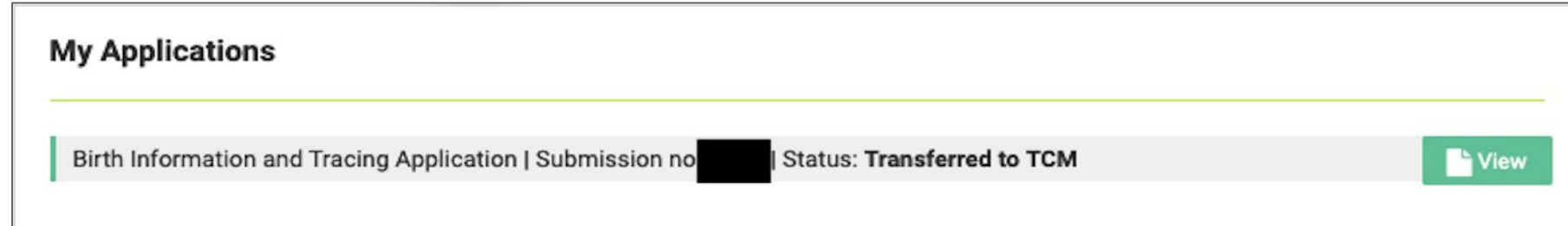
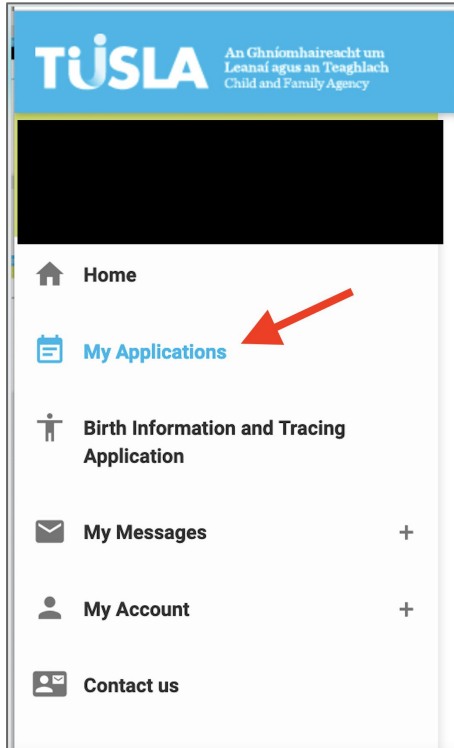
We will update this guide if additional information is made available.

How do I check the status of my application?



There is no way to check the status of your Adoption Authority application but if you are concerned, contact the Authority at records@aai.gov.ie

How do I check the status of my application?



There is no official way to check the status of your Tusla application, however, you may be able to get a sense of where things are by clicking 'My Applications' in the portal.

'Transferred to TCM' means the application has moved from the Tusla Portal to the Tusla Case Management IT System.

If you're having difficulty with the portal, email portalsupport@tusla.ie

I was legally adopted but the AAI told me they can't locate an adoption file for me. What can I do?

Cóip deimhnithe de thaifid ins an gClár d'Uchtleanaí. **ÉIRE IRELAND** F 136 21

Certified copy of entry in the Adopted Children Register.

Uimh. an taifid. No. of entry.	An dáta a rugadh agus an tír ina rugadh Date and Country of birth	An ainm baiste nó an chéad ainm Christian name or first name	An Gnéas Sex	Ainm, Seoladh agus sli bheatha an uchtóra nó na n-uchtóirí Name, address and occupation of adopter or adopters	Dáta an Orduithe Uchtála Date of Adoption Order	Dáta an taifid agus síniú an Ard-Chláraitheora Date of entry and signature of An tArd-Chláraitheoir.

We are aware of a number of cases where the AAI has written to legally adopted persons informing them that they can't locate a file for them.

If this happens, don't worry. We suggest that you write to the AAI and provide them with the entry number and the date of the adoption order on your adoption certificate to assist them in finding your file.

How will I get my records?



If you applied using a paper form, your records will arrive to you by post.

If you applied to the **Adoption Authority** online, your records will be emailed to you, or they will be posted if you selected this option.

How will I get my records?

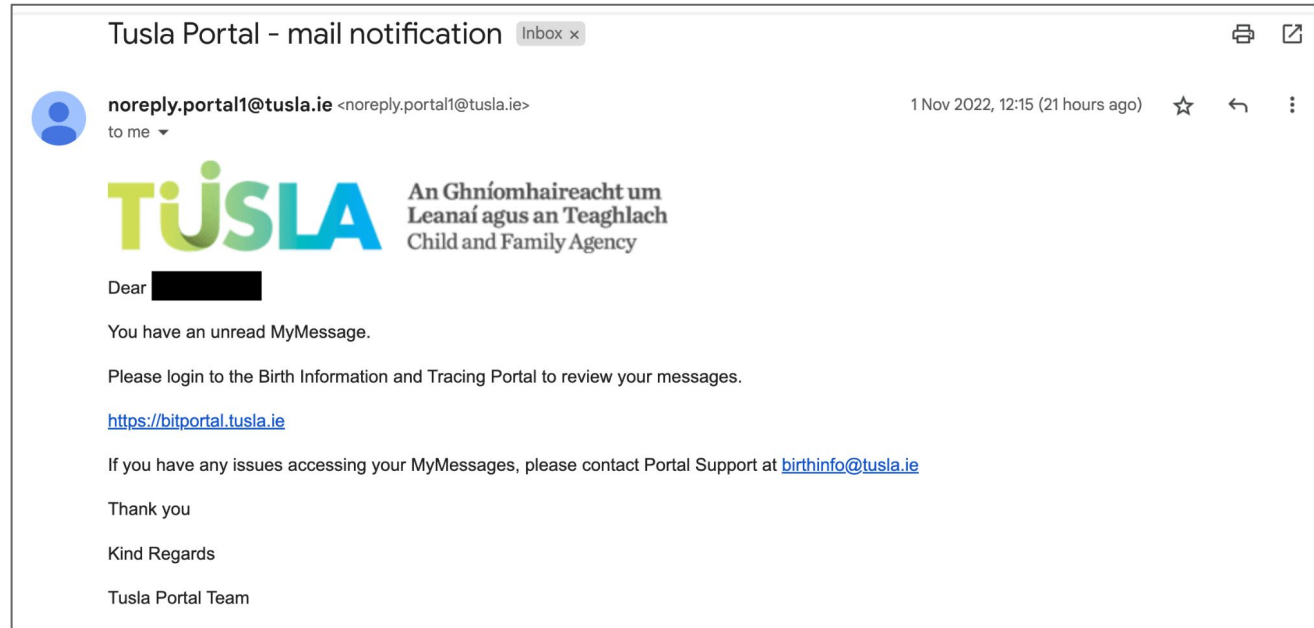


If you applied to **Tusla** online, you will receive your records via the portal, or they will be posted if you selected this option.

Important: Tusla have confirmed that not all users are receiving email notifications when there is a new message for them in the portal. **Therefore you should keep checking the portal.**

Your records will be deleted from the portal after 30 days so you should immediately download them to your computer.

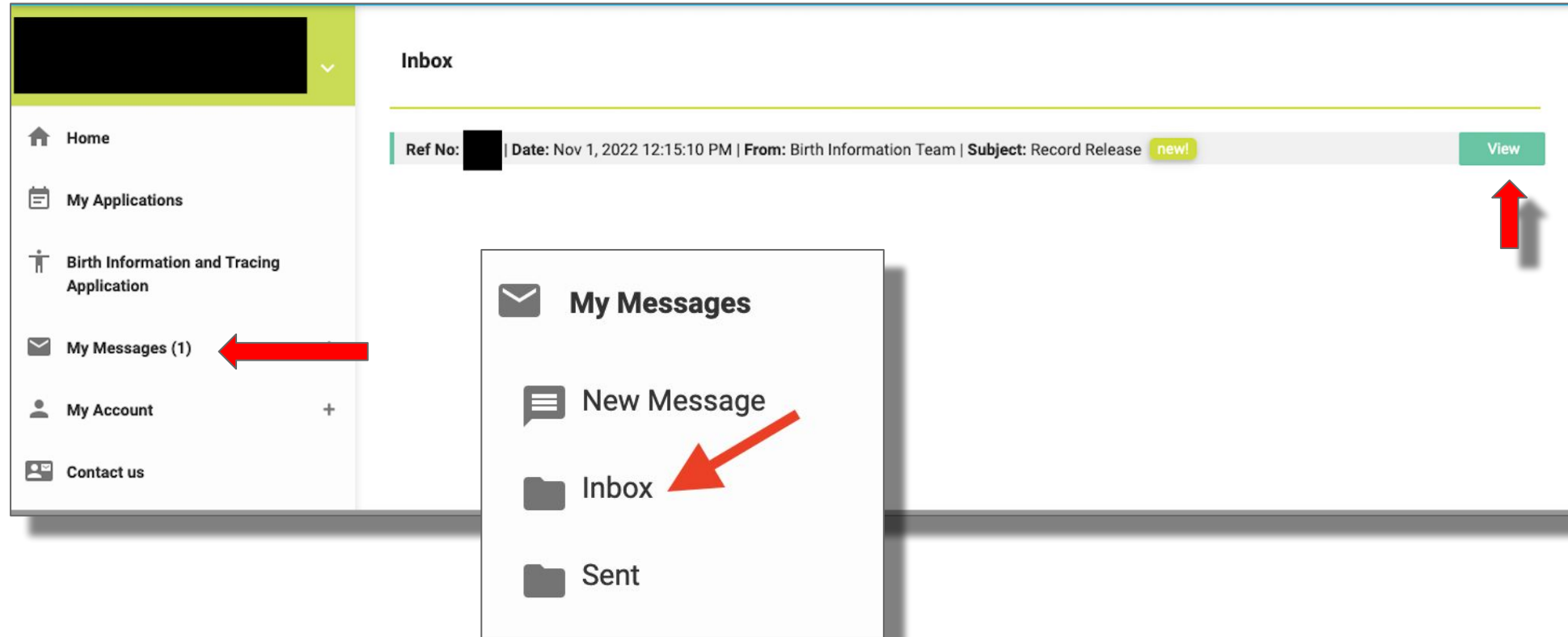
How do I access my online records from Tusla?



As previously stated, Tusla have confirmed that not all users are getting notifications, but if your email notification comes, it will look like this.

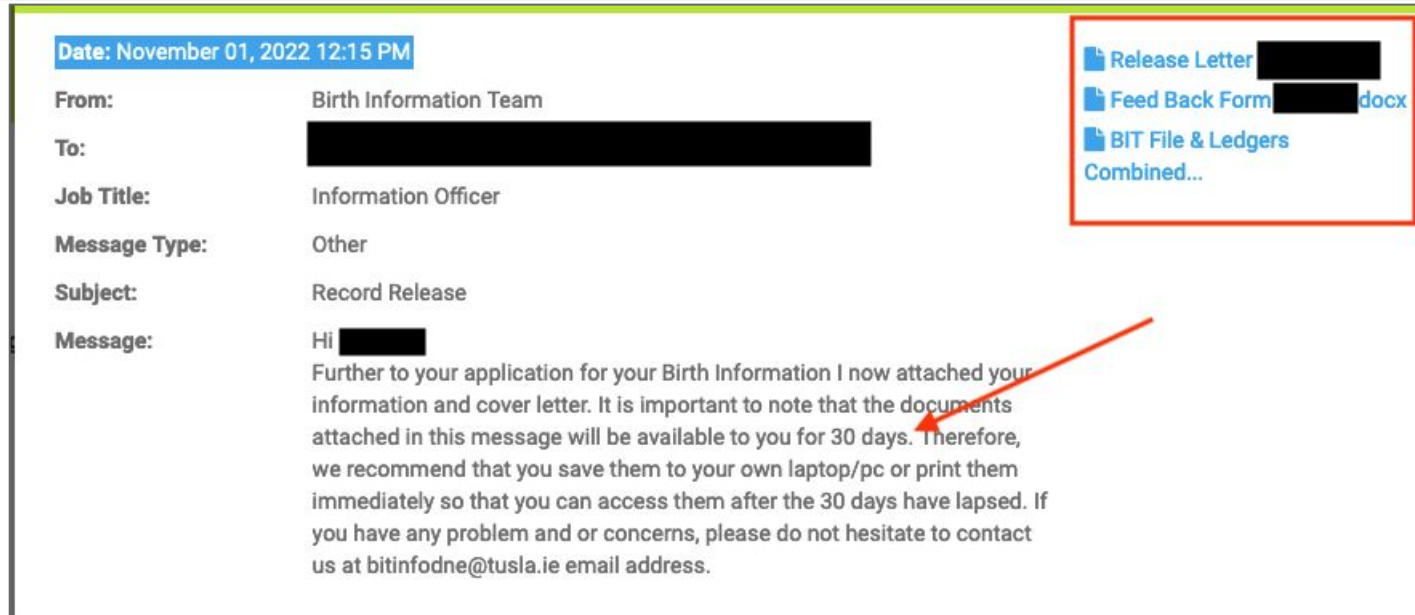
To access your records, click the link to log into the portal.

How do I access my online records from Tusla?



When you log into the portal, click on 'My Messages', then click on 'Inbox' and then click on the green 'View' button to read your message.

How do I access my online records from Tusla?

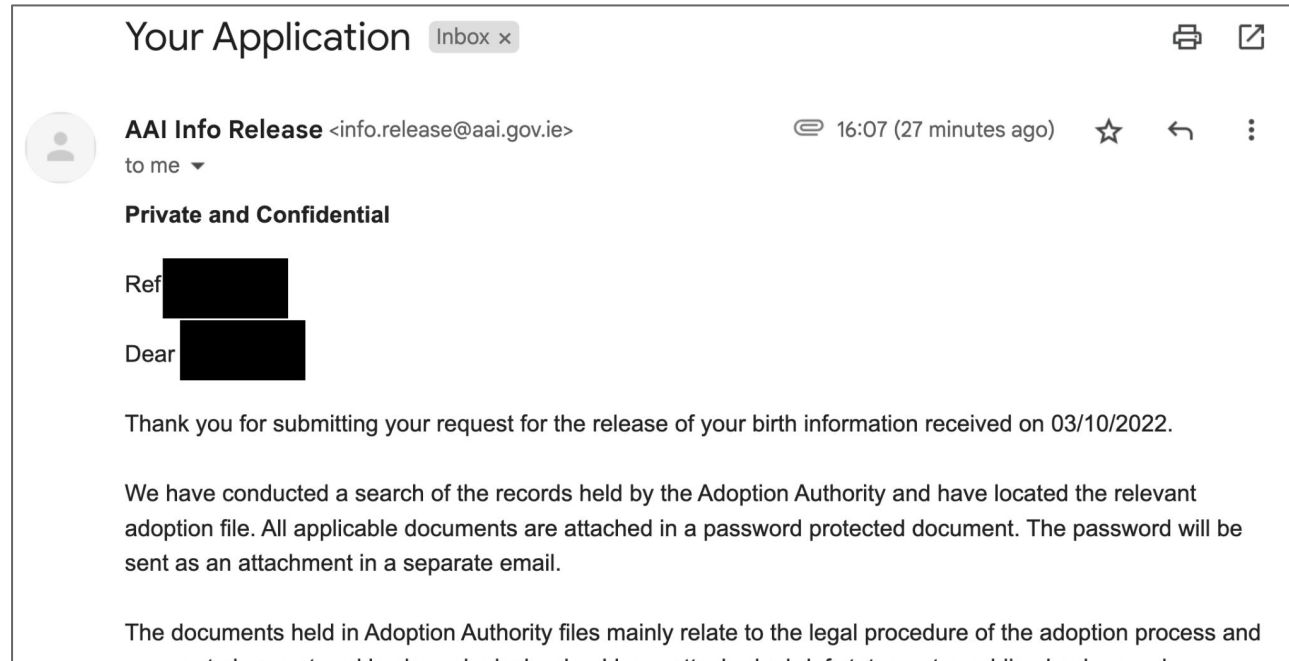


Your records can be accessed via the link at the top left hand side of the message.

IMPORTANT: Please ensure to download and save a copy of your records as they will disappear from the system after 30 days.

IMPORTANT: Make sure to read the release letter as this is how (minimal) information about siblings will be released to you.

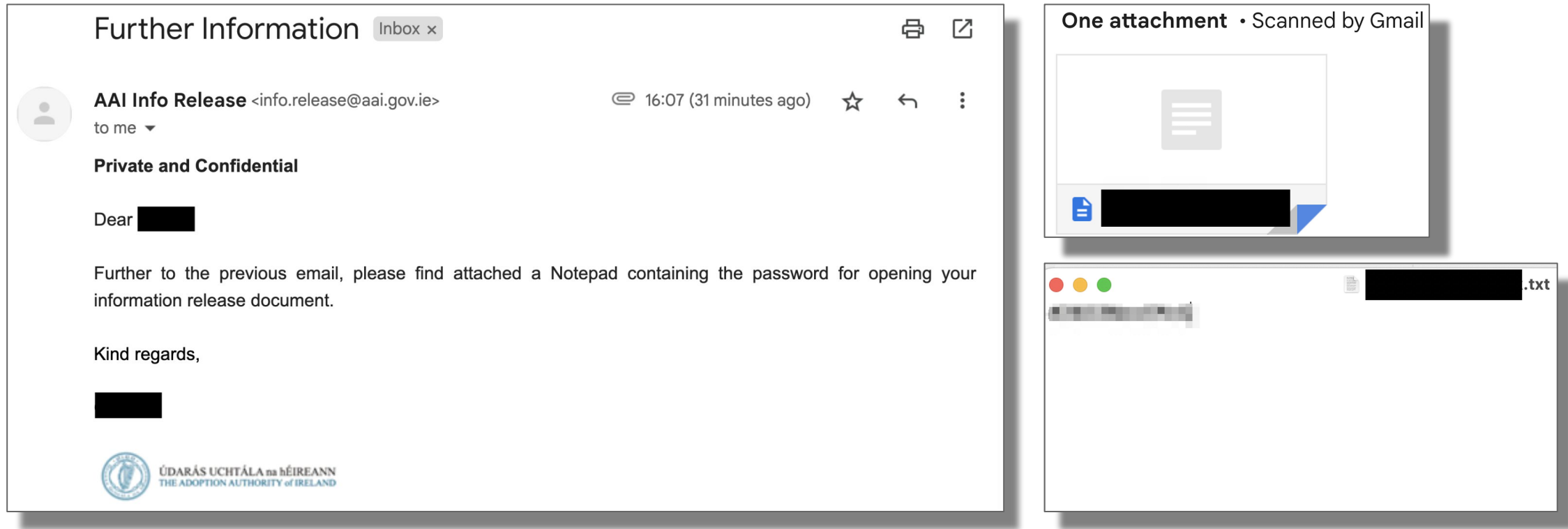
How do I access my online records from the AAI?



When your records are ready, the AAI will send you an email like the one above.

The PDF document will be password protected and the AAI will send you a password in a separate email.

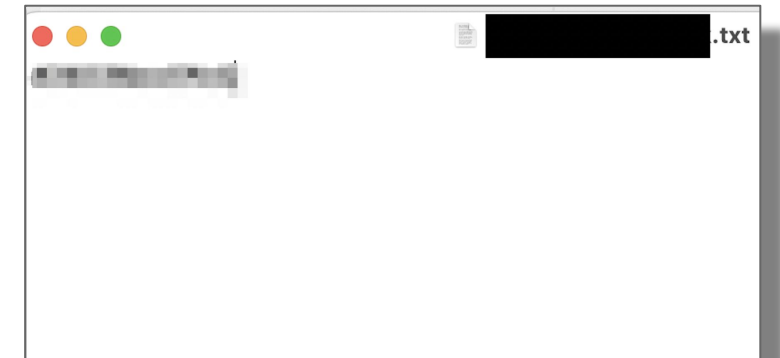
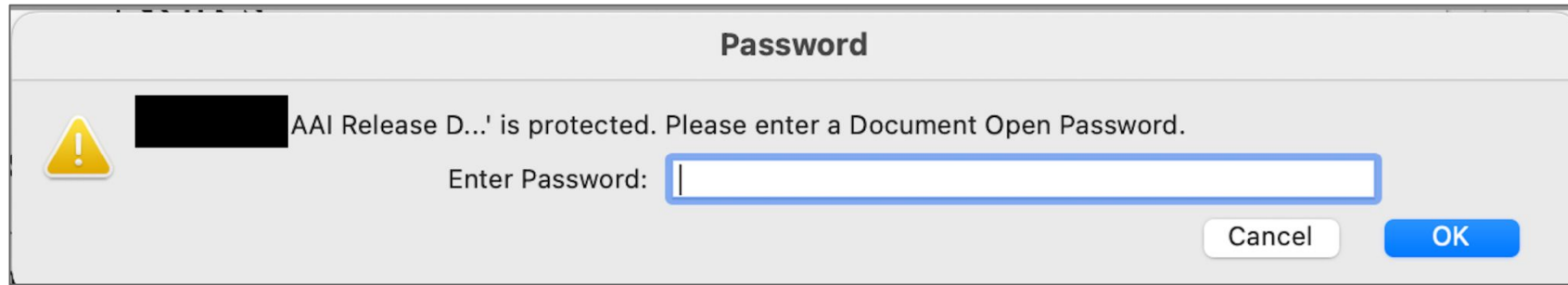
How do I access my online records from the AAI?



Your password will be sent in a separate email like the one above.

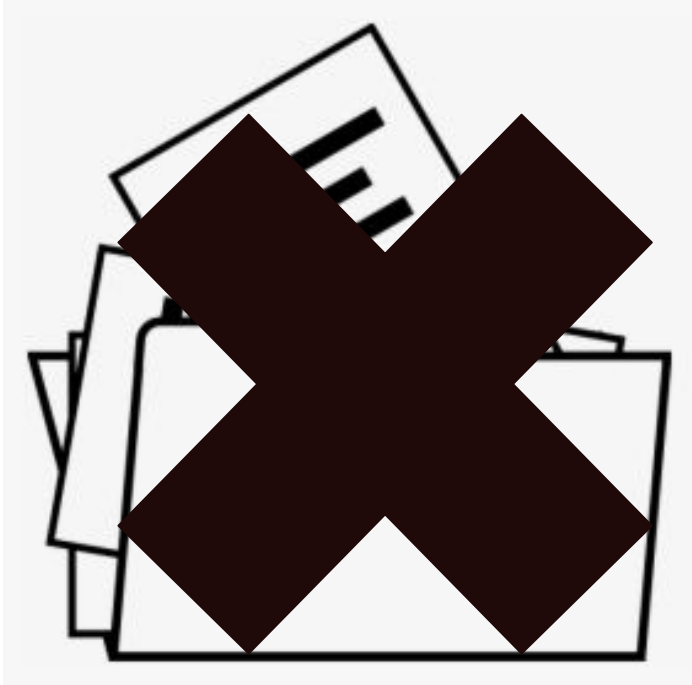
You can find the password in a text document attached to the email.

How do I access my online records from the AAI?



To open your PDF of records, double click the document to open and when you are prompted for a password, copy and paste it from the '.txt' document.

What if I'm not happy with the outcome?



If you are not satisfied with the outcome of your Tusla or AAI application, you can apply to have your case reviewed by a different case officer.

IMPORTANT: Tusla have stipulated that requests for reviews be submitted within four weeks. (We are awaiting a response from the AAI.)

If you are unhappy with the outcome of the review you can complain to the Ombudsman.

i We will be publishing a complaints guide in the near future.

Quick Links

Online Application Forms

[Tusla](#)
[Adoption Authority of Ireland](#)

To contact the Adoption Authority email:
records@aai.gov.ie

Offline Application Forms

[Tusla](#)
[Adoption Authority of Ireland](#)

To contact Tusla email: birthinfo@tusla.ie

Useful tools

[File converter](#) (JPEG to PDF)

If you're having difficulty with the Tusla portal, email portalsupport@tusla.ie

Further Information

<https://datasubject.ie/info-act/>

<http://adoption.ie/help>

<http://adoption.ie/records>

<http://adoption.ie/my-front-page/peer-support/>

<http://clannproject.org>

<http://jfmresearch.com>