



### **Instructions for adoption disclosure request/non-identifying information**

If you wish to receive your Non-Identifying Information, please complete the following forms:

1. "Request for Non-Identifying Information" form.
2. "Consent for Release of Non-Identifying Information" form and
3. Include a photo copy of your identification (i.e. birth certificate, health card, driver's license) for verification purposes

**Your request for information cannot be processed until the Society receives the above documentation and proof of identification.** Updated and current information can be provided only when the parties involved have updated their file **for the purpose of disclosure**. If you wish to update your file for the purpose of disclosure, you can complete the enclosed "**Updated Social History Information**" form and return it to the Society. The Society will file your updated information which can be shared (in non-identifying format) with your birth relative if/when they contact the Society for information. The Society does not have the authority to "reach out" to your birth relative and cannot share the updated information unless contacted by your birth relative.

Your request will typically be processed within a thirty-day period, however, that time frame begins only after the Society receives a completed application (including proof of identification) and clarification from you as to what information you are seeking. You will receive a copy of your file (in most cases), however, all the identifying information will be redacted, as per the current adoption disclosure legislation. If it is not practicable to redact a copy of your file, the Society will provide you with a chronological summary of the involvement.

You may wish to visit [www.serviceontario.ca](http://www.serviceontario.ca) for more information about the adoption disclosure legislation.

Please contact the Adoption Disclosure Department at 519-252-1171 ext # 3204 if you have any questions.