

The Special Search Service is for people over the age of 18 years who were separated from their child or family by the New South Wales Government.

We search for family members nationally and internationally.

How can we help you?

The Special Search Service provides a confidential and professional service, including:

- Information and referral
- Search and mediation
- Assistance in making contact
- Short term telephone counselling for clients

The full resources and search networks of The Salvation Army will be used in your search. The Special Search Service complies with the National Privacy Act and Privacy Principles.

Is there a cost?

We recognise the high cost of searching for family members. Donations to the Special Search Service are gratefully accepted and you will receive a tax deductible receipt. Your search will not be refused or disadvantaged if you are unable to afford a donation.

Special Search Service

P.O.Box A435 SYDNEY SOUTH NSW 1235

Hours 9.00 am – 3.00pm Monday to Friday.

We are not open on public holidays or weekends.

Telephone: (02) 9211 6491

1300 667 366 (cost of a local call)

Facsimile: (02) 9211 2044

Email: specialsearchserviceNSW@ae.salvationarmy.org

Website: www.salvos.org.au/SpecialSearch

The Special Search Service is run by The Salvation Army and is funded under the sponsorship of the Director General of the NSW Department of Community Services. (DoCS).

Contact Us

If you are not eligible for the Special Search Service, the following services may be able to provide information or help.

Salvos Search Website: salvos.org.au/SpecialSearch

The Salvation Army Family Tracing Service – NSW

Telephone: (02) 9211 0277

E-mail: FamilyTracingServiceNSW@ae.salvationarmy.org

There is a Family Tracing office in each Australian state (ACT contact NSW office).

International Social Services (ISS) – NSW

Telephone: (02) 9267 0300

Cost of local call: 1300 657 843

Website: www.iss.org.au

Link-Up (NSW) Aboriginal Corporation

Telephone: (02) 4759 1911

Freecall number: 1800 624 332

E-mail: linkup@nsw.link-up.org.au

Australian Red Cross (NSW)

Telephone: (02) 9229 4143

E-mail: nswtracing@redcross.org.au

Website: www.redcross.org.au

Post Adoption Resource Centre (PARC)

Telephone: (02) 9365 3444

Cost of local call: 1300 659 814

E-mail: parc@bensoc.org.au

Website: www.bensoc.org.au/parc

Aftercare Resource Centre - (ARC) Support Service

Telephone: (02) 9890 3899

Freecall number: 1800 656 884

Website: www.relationships.com.au



Special Search Service



Do You Need Help To Find A Family Member?

- Adoption • Former ward • Children's home



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Special Search Service

If you are an adopted person or a parent of a person who was adopted in New South Wales (N.S.W.)

1. Supply Authority

Have you obtained your Supply Authority or original/amended birth certificate? Contact the **NSW Department of Community Services Adoption Information Unit. Telephone: (02) 9716 3002, 1300 799 023 Website: www.community.nsw.gov.au Email: adoption@community.nsw.gov.au**

2. Reunion & Information Register

Have you applied to go on the Reunion & Information Register through the Adoption Information Unit?

3. Prescribed Information

Have you received all your Prescribed Information. e.g. family and/or medical history held by DoCS, the Supreme Court, adoption agency, or hospital?

4. Registry of Births, Deaths & Marriages (BDM)

Have you done the appropriate births, deaths & marriage searches for the person you are seeking? For NSW information, telephone the adoption section of BDM on **1300-655-236**. Is there any information you have that suggests you need to do BDM searches in another state? If you were adopted, apply for your original birth certificate to get extra information for your search. **Website: www.bdm.nsw.gov.au**

5. Electoral Roll Searches

Have you done Electoral Roll searches for the person you are seeking? You can obtain the address for your nearest Australian Electoral Commission office by phoning **13 23 26**.

6. Write a Letter

If you have a potential address for the person you are looking for, we suggest using a mediator, eg **Post Adoption Resource Centre (PARC) at (02) 9365 3444**. Alternatively, if you decide to write to your relative, PARC has produced a brochure called 'First letters' that may assist you in writing a letter to your birth relative.

If you are a N.S.W. former ward who was not adopted, or you are a parent of a N.S.W. former ward.

1. Ward file

Have you applied to your local Department of Community Services Centre for access to your ward file? See your local telephone book listed under "Community Services Department of...". Go to the DoCS office closest to where you are living now and apply to read your ward file.

If you live outside NSW, contact:

**DoCS Freedom of Information Unit
Phone: (02) 9716 2662
Website: www.community.nsw.gov.au**

2. Department of Community Services

After reading the ward file, speak with your caseworker at DoCS about how to locate your family members.

If you have been separated from your family/child by some other form of NSW government intervention e.g.; committal to care, placed in a home, foster care.

1. Have you checked to see if the institution or agency holds any records/information that may be helpful in your search?

There is a resource called 'Connecting Kin'. It sets out where most NSW children's records are held, and assists people who want to search for information. The latest version is on the DoCS Website: **www.community.nsw.gov.au**

If you were placed in care through the Catholic Church, a resource book that may be useful to you is called 'A Piece of the Story – National Directory of Records of Catholic Organisations'. Write to: **National Director – ACSWC PO Box 326 CURTIN ACT 2605**



If you have completed all the steps to the best of your ability and have been unsuccessful, or you are unsure about your eligibility, you can contact:

**The Salvation Army Special Search Service
Telephone 02 9211 6491 or 1300 667 366
Email: specialsearchserviceNSW@aue.salvationarmy.org
Website: salvos.org.au/specialsearch**