

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 Support
- Short term telephone counselling
- Assistance in making contact
- Search and mediation
- Referral to other services

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 but your search will not be refused if you are unable to afford a donation. You will receive a receipt.

Special Search Service

P.O.Box A435 SYDNEY SOUTH NSW 1235

Hours 9am - 5pm Monday to Friday

**Telephone (02) 9211 6491
1300 667 366**

Facsimile (02) 9211 2044

Email: SpecialSearch@ae.salvationarmy.org

Website: www.salvos.org.au/specialsearch

The Special Search Service is run by the Salvation Army and is funded and has been established under the sponsorship of the Director General of the NSW Department of Community Services.

Contact Us

If you are not eligible for the Special Search Service, or unable to complete the steps in the checklist, the following services may be able to help.

Care Leavers Australia Network (CLAN)

Telephone 02 9709 4520
Freecall number 1800 008 774 (VIC, NSW, SA, WA)
E-mail support@clan.com.au
Website www.clan.org.au

Family Information Service (FIS)

Telephone (02) 8855 4900
Freecall number 1800 049 956
E-mail adoption@community.nsw.gov.au
Website www.community.nsw.gov.au

International Social Services (ISS) – NSW

Telephone (02) 9517 4977

Link-Up (NSW) Aboriginal Corporation

Telephone (02) 4759 1911
Freecall number 1800 624 332
E-mail link-up@nsw.link-up.org.au

Post Adoption Resource Centre (PARC)

Telephone (02) 9365 3444
Freecall number 1800 024 256
E-mail parc@bensoc.org.au
Website www.bensoc.org.au/parc

Registry of Births, Deaths and Marriages (BDM)

Telephone 1300 655 236
Website www.bdm.nsw.gov.au

The Salvation Army Family Tracing Service – NSW

Telephone (02) 9211 0277
E-mail FamilyTracingServiceNSW@ae.salvationarmy.org

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 **Family Information Service (FIS) in the Adoption & Permanent Care Services. Telephone (02) 8855-4900 or 1800-049-956. Email: adoption@community.nsw.gov.au**

2. Reunion & Information Register

Have you applied to go on the Reunion & Information Register through the Family Information Service?

3. Prescribed Information

Have you received all your Prescribed Information? For example, family and medical history from the adoption records held by the Family Information Service or the NSW Supreme Court or the Hospital?

4. Registry of Births, Deaths & Marriages

Have you done the appropriate Births, Deaths & Marriage searches for the person you are seeking? Telephone the Adoption Section on **1300-655-236.**

Is there any information you have that suggests you need to do Registry checks in another State?

5. Electoral Roll Searches

Have you done Electoral Searches for the person you are seeking? You can obtain the address for your closest office by telephoning **13 23 26.**

6. Write a Letter

If you have a potential address for the person you are looking for, there are numerous organisations that can provide mediation, eg **Post Adoption Resource Centre (PARC) at 02 9365 3444.**

Alternatively, if you decide to write to your relative, there is a brochure called 'First letters' (from PARC) that may assist you in writing a letter.

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 Community Services Dept that is closest to where you are living now and ask to read your Ward File.

If you live outside NSW, please contact:

**Freedom of Information Unit,
NSW Department of Community Services,
Locked Bag 28, Ashfield, NSW 1800.
Phone 02 9716 2222 or Freecall 1800 000 164**

2. Department of Community Services

After reading the Ward File, speak with your caseworker at the Department of Community Services about how to locate your family members.

If you have been separated from your family/child by some other form of State intervention in N.S.W, for example; Committal to Care, placed in a Home.

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

There is a resource called Connecting Kin. It assists people who want to search for their records as it sets out where records are held. This book can be obtained at your local library or purchased through any State Government Information Office. A more up to date version is on the 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 to apply for assistance.

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