



<i>Adoption Act</i>	Program	Post-Adoption Services	
	Subject	Active Search	Policy # 6.05
Effective Date: November 28, 2000		Authorized by:	
Revised Date: January 31, 2021		Deputy Minister David Keedwell	

1.0 PURPOSE

Active Searches allow adult adopted persons and/or birth parents to request a search to locate specific individuals relevant to their adoption (as specified in 4.1).

2.0 DEFINITIONS

2.1 **Post-Adoption Services:** an adoption disclosure program for those persons impacted by an adoption once the adopted person reaches the age of 18 years old.

2.2 **Active Search:** seeking out an individual relevant to a specific adoption as requested by an adult adopted person or birth parent (as specified in 4.1).

2.3 **Parties:** individuals who can request an Active Search (as specified in 4.1).

3.0 POLICY STATEMENT

3.1 Post-Adoption Services must provide active search services according to the requirements of the *Adoption Act* (sections 48 to 53).

3.2 Post-Adoption Services only provides service to individuals whose adoption was finalized in the province of Prince Edward Island. Any inquiry for Post-Adoption Services where the adoption was not finalized in Prince Edward Island must be re-directed to the location where the adoption was finalized.

3.3 Post-Adoption Services recognizes the sensitive nature of the Active Search process. Therefore, the applicant guides this process (and subsequent timelines).

4.0 PROCEDURE STATEMENT

4.1 Adult adopted persons and birth parents are eligible to apply for an Active Search. Adult adopted persons can request to locate the birthparent(s) or a birth sibling. Birth parents of the adopted person may request to locate the adult adopted person.

4.2 Eligible parties may apply for an Active Search by completing the Post-Adoption Services Application Form (attached).

Prior to an Active Search being initiated, the adopted person or birth parent is encouraged to request non-identifying information, which can be done using the same Post-Adoption

Services Application Form. Those who request non-identifying information will receive this information first. A letter will be provided at this time to ask the applicant to contact Post-Adoption Services when and if they are still interested in pursuing an Active Search service.

- 4.3 Requests are completed in order of receipt of application, unless there is a serious medical emergency or genetic concern verified in writing by a physician, or the birth parent's age is 60 years or older. If either of these situations apply, the request will be completed as soon as possible.
- 4.4 When Post-Adoption Services is about to begin an Active Search, the applicant will be provided notification in writing or verbally notified. At this time, the applicant is asked to confirm if they are still interested in continuing with an Active Search, and if they are proceeding, to prepare a letter that would be offered to the other party once they are located as a result of the Active Search.
- 4.5 An Active Search may only be conducted for a birth father if the full name and date of birth of the birth father is stated in the adoption record.
- 4.6 To begin an Active Search, the Post-Adoption Services consultant follows the guidelines below, until the subject of the search has been located:
 - Review the adoption record for any information that would lead to the individual's whereabouts;
 - If information is required regarding a birth, adoption, marriage or death of an adopted person or a birth parent, then the Post-Adoption Services consultant may send an information request to Vital Statistics (Adoption Act, Section 50.1(2));
 - Check the provincial database system for Prince Edward Island to determine if the person resides in the province;
 - If the individual does not currently reside in the province, the Post-Adoption Services consultant may request information through the Department of Motor Vehicle to obtain information as to where or if the individual has an active driver's license within Canada.
 - If the individual resides in another province or territory within Canada or in the United States, the Post-Adoption Services consultant will make contact with their counterpart in that area to seek assistance in locating the individual and their contact information.
 - The Post-Adoption Services consultant may also use public information to help locate an individual (*Adoption Act*, Section 50.1(1)).
- 4.7 A search would usually take a maximum of six months. If a search were likely to extend beyond the six month timeframe, the Post-Adoption Services consultant and the Provincial Adoption Coordinator would discuss and document any decisions made on the adoption file.

4.8 Once it is determined that the Post-Adoption Services consultant has located the contact information for the individual subject of the search, they will then attempt to contact the individual once they have received the applicant's letter (as described in section 4.4).

4.9 The Post-Adoption Services consultant assigned to the file must be confident that the correct person has been located.

When contacting an adopted person, their identity would be confirmed by asking them their full name, date of birth, and their adoptive parent's names.

When contacting a birth mother, their identity would be confirmed by asking them their current full name, their full name at the time of the adoption, date of birth, and confirm that they had a child on the adopted person's date of birth.

When contacting a birth father, their identity would be confirmed by asking them their current full name, date of birth, and asking them to confirm that they had a relationship with the birth mother. The birth father would be informed that they had been named as the birth father on the adoption record.

4.10 Once the individual's identity is confirmed, the Post-Adoption Services consultant must explain the purpose of the call, and that the applicant has prepared a letter that the consultant would like to offer them. The Post-Adoption Services consultant must also explain that the process is based on mutual consent, and that the individual's identifying information cannot be shared unless consent is provided. The individual can also decide to share identifying information with the applicant through a letter.

4.11 If either party does not consent to pursuing contact, the contact will not proceed and the applicant will be notified.

4.12 If both parties consent to pursuing contact, the contact would proceed and the applicant would be notified. At this time, the Post-Adoption Services consultant will then provide the applicant's letter to the person being sought.

4.13 If the person being sought is deceased, and identifying information has not already been provided to the applicant, then the identifying information will be provided to the applicant by Post-Adoption Services.

However, if a disclosure veto has been submitted by the person being sought, the applicant must wait one year after death before being eligible to receive identifying information (see "Disclosure Veto" policy).

4.14 A search by the adoptive parents of a minor-age adopted person may be undertaken by Post-Adoption Services if the Director of Child Protection believes the result is significant to the health or well-being of the adopted person.

Searching for birth parents when adopted persons are minors is undertaken only in exceptional circumstances and is not to circumvent the age restrictions of the disclosure process. This criterion includes:

- A. a serious physical or mental health condition which could be assessed or treated more effectively by making contact with the birth family; or
- B. a disruption of an adoption placement resulting in the Director of Child Protection becoming the legal guardian.

If exceptional circumstance “A” applies, documentation to support the request for a search must include:

- a confirmation of diagnosis of the patient’s condition from a licensed medical professional;
- the reason why the information or contact is sought;
- a prognosis for the patient if the information is obtained or contact is made; and
- a prognosis for the patient if the identifying information or contact is denied.

4.15 A Disclosure Veto submitted by another party of the adoption (i.e. birth parent) shall not impact the ability for Post-Adoption Services to continue with the matching process or search for any other individuals impacted by the adoption.

4.16 Once requested service objectives are met, or a determination is made to close a file, a Closing Summary (attached) is to be completed and placed in the adoption file.

5.0 REFERENCES

5.1 “Disclosure Veto” policy (#6.06)

6.0 ATTACHMENTS

6.1 Post-Adoption Services Application Form

6.2 Closing Summary

HISTORY:

January 28, 2021: Updated to align with current practices relating to Post-Adoption Services (e.g. birth parents now eligible to request a search) and editorial changes.

November 28, 2000: Original policy drafted and approved (“Active Search”, # 41.13.04)



Post-Adoption Services Application Form

Please note: This form is valid as of January 31, 2021.

Office Use Only
Date Received:
Submission ID:
Processed By:

Post-Adoption Services provides services for people separated by adoptions to obtain information and/or potentially have contact with each other. Services include adoption information, Post-Adoption Register, and Active Search.

The information provided on this form is collected under the authority of the *Adoption Act*, and this information will be used to fulfill the requirements of this *Act*.

For questions:

Call: (902) 368-6139 or 1-844-982-0507 (toll free in North America)

Mail: Post-Adoption Services, P.O. 2000, 161 St. Peter's Road, Charlottetown, PE, C1A 7N8

Email: adoption@gov.pe.ca

All sections marked with an * must be completed; however, you are encouraged to complete all sections to the best of your knowledge and ability.

Applicant Information

All applicants must complete this section.

First Name *		Middle Name(s) *		Current Surname *	
Previous Names (i.e. Maiden Name)			Date of Birth (DD/MM/YYYY) *		
Mailing Address: Apartment Number/ Street Name and Number *					
City/Town *		Province/ State*		Country*	
Postal/ZIP Code*					
Main Telephone Number * (include area code)			Additional Telephone Number(s) (include area code)		
Main E-mail Address *			Confirm E-mail Address*		

Birth and Adoption Information

All applicants must complete this section.

Name On Birth Certificate After Adoption	Date of Birth (DD/MM/YYYY)
Birth name of Adoptee (if known)	Place of Birth
Adoptive Parent #1: Full Name and Date of Birth	Adoptive Parent #2: Full Name and Date of Birth
Birth Mother's Name (if known)	Birth Father's Name (if known)
Place of Adoption (City, Province/ State, Country)	

Requested Services

All applicants must complete this section.

Post-Adoption Services are available for adult adoptees, birth parent(s), immediate birth family members (i.e. aunts, uncles, grandparents, siblings), and adoptive parent(s).

Please complete the section that best describes you and the services you are requesting.

Adult Adoptee
Please check the service(s) you are requesting:
<input type="checkbox"/> Receive health history only (if available).
<input type="checkbox"/> <u>Non-Identifying</u> background information (e.g. health history), which may be contained in the adoption records.
<input type="checkbox"/> Specific <u>identifying</u> background information from the original birth registration and a copy of the Adoption Order.
<input type="checkbox"/> Place my name on the Post-Adoption Register for possible contact or exchange of information with birth family. This request does not ask for an active search, but instead it is a means to allow for adult adopted persons, birth parents, birth family and adoptive parents to identify their willingness to have potential contact with each other. If there is a match identified on the Post-Adoption Register, the parties may be notified for potential contact.
<input type="checkbox"/> Register for an Active Search for the purpose of contact with my: <ul style="list-style-type: none"> <input type="checkbox"/> Birth mother <input type="checkbox"/> Birth father (<i>this can only be done if the identity on the adoption record is certain</i>) <input type="checkbox"/> Birth sibling(s)

Birth Parent(s)

Please check the service(s) you are requesting:

- Non-identifying background information, if available, up to the time of my child's adoption (e.g. health history).
- Copy of the Adoption Order (which includes the adoptive name of the child).
- Place my name on the Post-Adoption Register for possible contact or information exchange between my adult adopted child and myself. This request does not ask for an active search, but instead it is a means to allow for adult adopted persons, birth parents, birth family and adoptive parents to identify their willingness to have potential contact with each other. If there is a match identified on the Post-Adoption Register, the parties may be notified for potential contact.
- Registration for an Active Search for the purpose of contact with my adult adopted child.

Child of Deceased Adult Adopted Person

Must include confirmation that the Adult Adopted Person is deceased (i.e. obituary, death notice)

- Specific identifying background information from the original birth registration and a copy of the Adoption Order.
- Place my name on the Post-Adoption Register for possible contact or information exchange with birth family. This request does not ask for an active search, but instead it is a means to allow for adult adopted persons, birth parents, birth family and adoptive parents to identify their willingness to have potential contact with each other. If there is a match identified on the Post-Adoption Register, the parties may be notified for potential contact.

Child of Deceased Birth Parent

Must include confirmation that the Birth Parent is deceased (i.e. obituary, death notice)

- Copy of the Adoption Order (which includes the adoptive name of the child).
- Place my name on the Post-Adoption Register for possible contact or information exchange with birth family. This request does not ask for an active search, but instead it is a means to allow for adult adopted persons, birth parents, birth family and adoptive parents to identify their willingness to have potential contact with each other. If there is a match identified on the Post-Adoption Register, the parties may be notified for potential contact.

Birth Family

Please check the service you are requesting:

- To have my name placed on the Post-Adoption Register for possible contact or information exchange with the adult adoptee.

Relationship to the adult adoptee (please specify): _____

Adoptive Parent

Please check the service(s) you are requesting:

- Non-identifying background information, if available, about my adopted child (e.g. health history).
- Place my name on the Post Adoption Register for possible contact or information exchange with the birth family. The following are circumstances in which this could occur: the adoptee is deceased; the adoptee is an adult but due to special challenges is not competent to make this decision; the adoptee is over 18 years of age and wishes the applicant to register on their behalf. *

**Please note that if this option is selected, the adoptee must sign and date below.*

Date (Day, Month, Year)

Signature of Adopted Person

Terms of Agreement

All applicants must read this section.

Please read the following information and terms below:

- I give Prince Edward Island Post-Adoption Services permission to confidentially discuss this request with anyone the service finds necessary, in order to assist in providing this service.
- If applicable, I consent to the release of identifying information about me if there is match on the Post-Adoption Register. I understand that Post-Adoption Services will contact me before releasing this information and that I may withdraw consent at any time, in writing.
- I understand that I am not able to request or access identifying information until January 31, 2021.
- I acknowledge that the information that I have included within this application is true, and has been completed to the best of my knowledge and ability.

Application Attachments

All applicants must complete this section.

In addition to completing this application form, please attach a clear copy of **two** current government-issued ID with your application (i.e. Driver's License, Passport, Birth Certificate, Health Card). If the copy is not clear, your application will not be processed and will be returned to you.

Signature

All applicants must complete this section.

By signing and dating below, I acknowledge that I have read and accept the Terms of Agreement as outlined above, and have included two current government-issued ID with my application.

Full Name (Printed)

Full Name (Signature)

Date (DD-MM-YYYY)

Submitting Application

Your completed application can be submitted by:

Mail
Post-Adoption Services
P.O Box 2000
161 St. Peter's Road
Charlottetown, PE, Canada

Email
adoption@gov.pe.ca

**POST-ADOPTION SERVICES
CLOSING SUMMARY NOTES**

APPLICANT:

BIRTH NAME:

BIRTH PARENT (S):

ADOPTIVE PARENT (S):

DATE OF APPLICATION:

DATE OF SERVICE OPENED:

SERVICE PROVIDED:

-

OUTCOME:

-

OUTSTANDING ISSUES:

DATE CLOSED:

Post-Adoption Services Worker