

Should you require any further information about any of our services please contact Birthlink.

We are based at

21 Castle Street, Edinburgh EH2 3DN

Tel: 0131 225 6441

Email: mail@birthlink.org.uk www.birthlink.org.uk

More detailed information leaflets are available on the following services:

The Adoption Contact Register for Scotland

Accessing Court Process Papers

Search Service

Mediation Service

One to one Service for Adults affected by Adoption

How to complain or comment:

Telephone 0131 225 6441

Birthlink 21 Castle Street, Edinburgh, EH2 3DN

Email: mail@birthlink.org.uk

You may also contact:

**Care Inspectorate, Stuart House, Eskmill, Musselburgh,
EH21 7PB, Tel: 0131 653 4100**

Email: enquiries@scswis.com

Birthlink is a Charity

Registered in Scotland SC 013007

Birthlink's Court Process Service



INFORMATION FROM YOUR COURT PROCESS

You have the right to see the legal documents that were lodged in the Court at the time of adoption. These legal papers are known as the Court Process.

They are held in the Sheriff Court which granted your adoption order, the name of which can be found on your full adoption certificate. After a certain period (this varies from Court to Court), courts send these records to be filed centrally at the National Records of Scotland in Edinburgh.

A letter or phone call to the Sheriff Clerk of the Court will enable you to find out the location of your Court Process papers and you can make arrangements to read them. Birthlink Staff can help you identify their current whereabouts and suggest how you may access the papers.

In the event of your Court Process papers being held in Edinburgh and you are unable to attend in person, you can instruct one of Birthlink's Social Workers to visit the National Records of Scotland on your behalf. We will obtain copies of the information and this will then be sent to you via 'signed for' mail. If you live overseas postage costs will be required to be met by you.

Should you wish us to act on your behalf in this respect we request a letter of authority signed by you with your National Records of

Scotland Reference Number if available. We also require a copy of your adoption certificate and two items of identification.

Your Details

Full Name.....

Address.....

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Telephone Number.....

E-mail.....

Date of Birth.....

Name at time of Adoption.....

Adoptive Parents.....

Name of Court.....

Date of Adoption Order.....

National Records of Scotland Ref No.....

Signature.....

Date.....