



## **INSTRUCTIONS FOR ADOPTION DISCLOSURE REQUEST FOR NON-IDENTIFYING INFORMATION**

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

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.**

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), completed consent and clarification from you as to what information you are seeking. In most cases, you will receive a copy of your file. However, all the identifying information will be redacted, as per the current adoption disclosure legislation.

Updated and current information can be provided 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 may complete the "**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 Adoption Disclosure services. 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.

You may wish to visit Service Ontario at <https://www.ontario.ca/page/search-adoption-records> for more information about adoption disclosure legislation.

Please contact the Central Intake Department at 519-631-1492 /toll free at 1-800-260-6960 or by email at [info@caselgin.on.ca](mailto:info@caselgin.on.ca) if you have any questions or require assistance accessing the forms.