

We are based at
21 Castle Street, Edinburgh EH2 3DN
Tel: 0131 225 6441
Email: Mail@birthlink.org.uk
Web Site: www.birthlink.org.uk

More detailed information leaflets are available on the following services:

Search Services £85.00 U.K. £100.00 Abroad

The Adoption Contact Register for Scotland £20.00

Go-Between Service £40.00

HOW TO COMPLAIN OR COMMENT

You can complain or comment by;

Telephoning 0131 225 6441

or by writing to

Birthlink (formerly Family Care) 21 Castle Street, Edinburgh
EH2 3DN,

or by talking to a Birthlink staff member.

If you are not satisfied with Birthlink's response to your complaint you can then write to:

Care Commission, Stuart House, Eskmill, Musselburgh EH21 7PB

Tel: 0131 653 4100

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 Scottish National Archives 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 counsellors to visit the Scottish National Archives in order to read the Court Process papers on your behalf. He/she will note the relevant information and prepare a transcript to be sent to you.

Should you wish us to act on your behalf in this respect we request a payment of £30.00 together with a letter of authority signed by you.

Please also send copies of both your original birth certificate and your full adoption certificate

Sterling cheque please, made payable to Birthlink)

Your Details

Full Name.....

Address.....
.....
.....

Telephone Number.....

E-mail.....

Name at birth.....

Place of birth.....

Date of Birth.....

Adoptive Parents.....

Name of Court.....

Date of Adoption Order.....

Signature.....

Date.....

Fee enclosed £.....