

Missing Document Service

## Application Form: **Copy Certificate of Adoption**

Please complete one form per document required unless you are ordering multiple copies of the same document.

### Adoptive Surname (not Birth Surname):

Please note, adoption records are recorded under the surname of the adopting parents, not the birth parents. It is not possible to find out who adopted a child through public records if you only know the name at birth.

### Forename(s):

### Date of Adoption (not Date of Birth):

### Address at Adoption, or area in which Adoption occurred:

### Both Adopting parents full names (if known):

Father

Mother

### Any other information which may assist in identifying the correct certificate:

**How many copies of this certificate do you require?**

**How would you like your certificate(s) delivered?**

Email     Fax     Post

**Would you like the regular service (4 working days from application @ £9.25 each), or the Priority Service (24 hours from application @£23.40 each)?**

Regular     Priority

**Terms & Conditions:**

- Certificates** – We only obtain certified copies of full certificates (no abbreviated or short form certificates) from official government sources.
- Time** – These are government office target times and in the majority of cases are reliable. However, we cannot take responsibility for late delivery.
- Document charges** – These are re-charged at cost with no mark-up. Prices are set by the government department responsible and are subject to change without notice.
- Payment** – in full in advance. If this is not possible for any reason, please contact us to agree payment terms before placing your order.
- Overdue Invoices** – We reserve the right to charge interest on overdue invoices at 4% over the Bank of England Base Rate. Unexplained debts of 90 days or more overdue may be referred to a third party for recovery and their charges added to our invoiced amount, plus overdue interest. **If you believe there will be any difficulty in paying our fees on time**, we encourage you to contact us at the earliest opportunity in order to agree a revised payment schedule or other solution.
- Date Variation** – We rely on the dates you supply to us in order to identify the document you require. If we cannot identify the document we will search relevant indexes 2 years either side of the date supplied to us free of charge. If we still cannot identify with certainty the document you are seeking we will revert to you for further instructions.
- Service Charge** - please click here: <http://www.findersinternational.co.uk/our-services/professional-services/missing-document-service/missing-document-costs-delivery/> to see current charges. Documents are recharged at cost. For 10+ documents, please contact us. If any company or individual orders in excess of 10 documents at any time, Finders reserve the right to apply service charge at a rate of £40+ VAT per document ordered (+ fee for the document re-charged at cost).

**Your Details:**

Name:	
Company Name:	
Address:	
Postcode:	
Telephone:	
Fax:	
Email:	
DX Number:	
DX Exchange:	

**THANK YOU FOR YOUR ORDER**

Finders will order your Missing Document(s) as soon as possible. In the normal course of events please allow 5 working days for delivery (Regular service) or 48 hours for delivery (Priority service). If you have any queries, please contact us. We will use your firm name and the certificate surname as our database reference.