



Department of Community Services

Disclosure Program – Adoption

Guide to supports, services, and privacy tools under the new Adoption Records Act for adopted persons, birth parents, and other parties to an adoption

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Introduction

Nova Scotia has created new legislation called the Adoption Records Act that will change the way the province handles information held in adoption records. The new legislation will come into effect on May 1, 2022.

Under the new legislation, adopted persons (who are 19 and older) and birth parents will be able to access their adoption records without the consent of the other party (adopted person or birth parent).

The Disclosure Program, run by the Department of Community Services, can help you

- get information about your adoption
- search for and support reunions between adopted persons and birth parent(s)
- protect your privacy if you do not want your information shared

This guide will tell you more about how the Disclosure Program works.

The supports and services supplied by the Disclosure Program apply only to adoptions that were finalized in Nova Scotia. If your adoption was finalized outside Nova Scotia, you will need to apply to the province or jurisdiction where the adoption took place. The Disclosure Program can provide you with contact information for other provinces or jurisdictions.

We strongly encourage you to contact us to discuss how the new legislation and the Disclosure Program apply to you. The Disclosure Program is committed to providing inclusive and culturally responsive services to our clients. While all of our team members are qualified to support you with your request, if you are interested in speaking with a team member who identifies as African Nova Scotian or Indigenous, please let us know.

Call: 902-424-2755 or 1-833-424-2755

Email: disclosureprogram@novascotia.ca

What the new legislation means for you

How the legislation works now:

Under the current legislation (now until May 1, 2022), an adopted person or birth parent can ask the Disclosure Program to search for the other person. When that happens, the Disclosure Program contacts the other person and asks for permission to share their identifying information. If the person being searched for does NOT give permission, the Disclosure Program will only share their non-identifying information.

How the new legislation will work:

When the new legislation comes into effect on May 1, 2022, that will change. Adopted persons (at least 19 years old) and birth parents will be able to access their adoption records without the other party's consent.

File a privacy tool if you want to protect your privacy:

Starting in fall 2021, adopted persons, birth parents, and potential birth parents who want to keep their information private should file a **privacy tool** with the Disclosure Program. Your privacy tool will come into effect with the new legislation on May 1, 2022.

***Important!** If you have previously been contacted by the Disclosure Program and you did not give your consent to disclose information, or filed a Do Not Consent Form, you still need to file a disclosure veto if you want to continue to keep your identifying information private.*

How privacy tools work:

- If someone contacts the program **before** the new legislation comes into effect, we will contact you and ask how you want to respond to that request.
- If someone contacts the program **after** the new legislation comes into effect, and you have a privacy tool, we will follow the directions in your privacy tool. If you do not have a privacy tool, we will share your information with the party that requested it.
- See page 6 for more information about the different types of privacy tools and how they work.

If you already have an information request in with the program:

- Your request for information or search and reunion support will be processed under the current legislation. That means we will contact the other party and ask for their permission to share their information with you.

If you submitted a new information request before May 1, 2022:

- Your request will be processed under the current legislation. (See above for the process.)
- If you wait until the new legislation is proclaimed before you submit your request, you may be able to get more information.

Contact the Disclosure Program using the below contact information if you have any questions.

Call: 902-424-2755 or 1-833-424-2755

Email: disclosureprogram@novascotia.ca

Key terms and what they mean

The following terms are used throughout this document. If you have any questions or need clarification about these terms, contact the Disclosure Program.

Parties to an adoption

- **Adopted person:** This is a person who is 19 years of age or older who was adopted under the Children and Family Services Act (or any act that came before it), or whose adoption was recognized as a customary adoption.
- **Birth parent:** This is the biological parent of an adopted person, or a person who is identified as a parent on a birth registration, or by a court, or in any court record.
- **Potential birth parent:** This is a person who does not meet the definition of birth parent but has been identified as a potential biological birth parent to the adopted person, or there is credible information that the person could be a birth parent to the adopted person.
- **Birth sibling:** This is a person who is 19 years of age or older and is a biological brother or sister of an adopted person.
- **Adoptive parent:** This is a person who adopted a child under the Children and Family Services Act (or any act that came before it), or whose adoption was recognized as a customary adoption.
- **Relative:** This is a person who is 19 years of age or older and is the husband, wife, son, daughter, brother, sister, parent, grandchild, grandparent, aunt, uncle, or first cousin by birth, marriage, common law or adoption, to an adopted person or birth parent, or whose close association to the adopted person or birth parent is equivalent to a family relationship.
- **Representatives:** A representative is a person who has been authorized to act on another person's behalf if that person is unable to make decisions about their information by themselves.

The representative will need to provide a court order (ACDM order) granted under the [Adult Capacity and Decision-making Act \(PDF\)](#) to prove they are allowed to act as a representative for the other person. Contact the Disclosure Program (see page 3) for more information on the use of representatives.

NOTE: You can have a friend or family member support you when you are contacting or accessing services from the Disclosure Program, however, this person will **not** be considered your representative. You must provide written consent to the Disclosure Program if you want the program to provide information about you to your support person.

Information

- **Adoption records** include copies of the following:
 - Original birth registration
 - Adoption order
 - Court order recognizing customary adoption
 - Post-adoption birth registration
 - Adoption file, which contains social, cultural, and medical history of the adopted person. Third-party information will be removed when information is released to eligible parties.
 - Children-in-care file (for persons who were in permanent care of the Minister), which may contain social, cultural, and medical history of the adopted person.
- **Identifying information:** Any information that by itself or in combination with other information likely reveals the identity of a person to whom it relates, such as a person's name or home address.
- **Non-identifying information:** Any information that by itself or in combination with other information would **not** likely reveal the identity of a person to whom it relates. This may include medical, social, and cultural information about a person.

Privacy tools

Only adopted persons (19 years of age and older), birth parents, and potential birth parents can file a privacy tool.

- **Disclosure veto:** If you file a disclosure veto and someone contacts the Disclosure Program looking for information that could identify you, we will NOT share the information. It also works the other way: if the person you are searching for files a disclosure veto, you will not receive identifying information about them from the Disclosure Program.

A disclosure veto can be filed for all adoptions that took place in Nova Scotia under both the current and new legislation. It can also be removed at any time. A disclosure veto expires once the party who filed it dies.

- **Contact notice:** This is a notice filed with the Disclosure Program stating that you are willing to share information that can identify you but
 - you do NOT want to be contacted OR
 - you agree to be contacted only under the circumstances you set out in the notice (e.g. by phone, or by email, etc.)

A contact notice can be filed for all adoptions that took place in Nova Scotia under both the current and new legislation. It can be removed and/or changed at any time.

- **Contact undertaking:** This is an agreement signed by the person who has requested information from the adoption record stating that they will follow the terms in the contact notice. If they do not sign this agreement, they will not be given any identifying information. If they sign this agreement and do not follow the terms of the contact notice, they may be fined up to \$10,000.

Other key terms

- **Past refusals:** These are where parties who have previously been contacted by the Disclosure Program about sharing identifying information have not given consent. ***A past refusal, or a Do Not Consent Form will no longer keep identifying information private.***
- **Search:** Parties to an adoption can request that the Disclosure Program search for other parties to an adoption. If the party being searched for has filed a privacy tool, we will not conduct a search.
- **Reunion:** Parties to an adoption can request reunion support from the Disclosure Program if they wish to connect with other parties to an adoption. If the other party has filed a privacy tool, we will not offer any reunion supports.
- **Priority requests:** These are urgent requests. Examples are requests from persons who are 65 years of age or older OR requests relating to emergencies (medical or otherwise).
- **Compelling circumstances:** These are situations that could have an effect on the health, safety, and well-being of a person. If there is a compelling circumstance, the Disclosure Program may release identifying information about a person even though the person has filed a privacy tool. The program may contact and inform the other person before the information is released.
- **Information for confirmation of status under the Indian Act (Canada):** Identifying and non-identifying information about an adopted person may be provided to the Minister of Indigenous Services for Canada and/or a Mi'kmaw governing body or band in order to establish the adopted person's entitlement to be recognized under the Indian Act (Canada).
- **Estate-related matters:** If a party to an adoption is named as a beneficiary to a will or needed for estate-related matters, the Disclosure Program will contact them to ask for consent to release their identifying information.

How the Disclosure Program serves you

I am an adopted person

When you turn **19 years of age**, you can request information about your birth/potential birth parents.

No one can request or receive information about you until you turn **20 years of age**. Once you turn 20, a birth parent or birth sibling can apply to the Disclosure Program to receive information about you.

Under the new legislation, if you have not filed a privacy tool by the time you are 20, your identifying information will be released to the person who requested it.

You can file a privacy tool at any time, but if you want to file one **before** someone can request information about you, you should do so between your 19th and 20th birthday.

If you are an adopted person **under 19 years of age**, you cannot file a privacy tool. You must have your adoptive parents' consent to request other supports and services.

Remember: the legislation changes on May 1, 2022. At that time, anyone seeking information about you may receive it. If you are adopted, are 19 years of age or older now, and want to keep your information private, you must file your privacy tool before May 1, 2022 to ensure your information stays private.

Information and services you can request:

You must be an adopted person 19 years of age or older to request these services.

1. Adoption records (includes copies of):

- a. Original birth registration
 - b. Adoption order
 - c. Court order recognizing customary adoption
 - d. Post-adoption birth registration
- If the adoption record contains information about a potential birth parent, the Disclosure Program will search for the person. If we find them, we will give them the option to file a privacy tool. If we do not find them, or they do not file a privacy tool, we will release their information to you.
 - If a birth/potential birth parent has filed a disclosure veto, you will only be given information that does not identify them.
 - If a birth/potential birth parent files a contact notice, we will give you information that identifies them, along with their preferences for how they want to be contacted, but you must first sign a contact undertaking/agreement. If you do not sign this document, you will not receive the information and will receive only non-identifying information.
 - If you sign the document but do not follow the terms, you may be subject to a fine of up to \$10,000.

You can request adoption records under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

2. Privacy tool:

Disclosure veto:

- You can file a disclosure veto for both birth/potential birth parents, or just one. If you file a disclosure veto for one birth/potential birth parent but not the other, your identifying information may be released to the birth parent you **did not** file a disclosure veto for.
- The disclosure veto will apply to the birth/potential birth parent and all **persons related to them**. This means that birth siblings and relatives from that birth/potential birth parent will not get identifying information about you if they request it.
- If your identifying information has previously been released to a birth/potential birth parent, you will not be able to file a disclosure veto for that person. You may only file a disclosure veto for persons who have **NOT** already been provided your identifying information, or if a request for information has not been processed.
- You can cancel a disclosure veto any time by submitting a request to the Disclosure Program. If you cancel your disclosure veto, your identifying information will be released to other parties to an adoption if they have requested the information.
- A disclosure veto expires when you die. Identifying information may be released to other parties after your death.

You can file a disclosure veto at any time starting in fall 2021 – <https://beta.novascotia.ca/file-disclosure-veto-adoption-records>.

Contact notice:

- You can file a contact notice for **all parties to an adoption**. That includes birth parents, potential birth parents, birth siblings, and other relatives.
- If you file a contact notice, you must specify who you want contact from and how you want them to contact you. You can also specify who you do NOT want contact from.
- Even if your contact notice says you do not want to be contacted, your identifying information will still be released to the birth/potential birth parents and other parties (such as birth siblings or relatives) if they request it, as defined by legislation. If you do not want this to happen, you need to file a disclosure veto.
- If you change your mind about your contact preferences, you can replace a contact notice. Be sure to state the type of contact you now want from each of the other parties to an adoption in your new contact notice as it will replace all the contact preferences you previously had.
- You may cancel a contact notice at any time.

You can file a contact notice at any time starting in fall 2021 – <https://beta.novascotia.ca/file-contact-notice-adoption-records>.

3. Search services:

- You can request a search for your birth parents, potential birth parents, birth siblings, and relatives.
- If the person you are searching for has filed a privacy tool, such as a disclosure veto or a contact notice, stating that they want no form of contact, the Disclosure Program will not conduct a search.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to locate them. If we cannot find them after one year, we will stop searching for them.

You can request search services under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption> .

4. Reunion support:

- You can request support from the Disclosure Program to reunite/connect you with your birth parents, potential birth parents, birth siblings, and/or relatives.
- If the person you are seeking has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not offer any reunion supports.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to reunite you with the parties you requested.

You can request reunion supports under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

I am a birth parent

As a birth parent, you can request information about an adopted person after they turn **20 years of age**.

Information and services you can request:

1. Adoption records (includes copies of):

- a. Original birth registration
 - b. Adoption order
 - c. Court order recognizing customary adoption
 - d. Post-adoption birth registration
- Any information about the adoptive parents in these records will be concealed.
 - If the adopted person has filed a disclosure veto, you will receive only non-identifying information.
 - If the adopted person filed a contact notice, we will give you information that identifies them, along with their preferences for how they want to be contacted, but you must first sign a contact undertaking/agreement. If you do not sign this document, you will not receive identifying information and will receive only non-identifying information.
 - If you sign the document but do not follow the terms, you may be subject to a fine of up to \$10,000.

You can request adoption records under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

2. Privacy tool:

Disclosure veto:

- You must file a separate disclosure veto for each child that was placed for adoption. If you file a disclosure veto for one adopted person but not others, your identifying information may be released to the adopted person you **did not** file a disclosure veto for.

- The disclosure veto will apply to the adopted person and all **persons related to them**. This means that relatives of that adopted person will not get identifying information about you if they request it.
- If your identifying information has previously been released to the adopted person, you will not be able to file a disclosure veto for them. You may only file a disclosure veto if the adopted person has **NOT** been provided with your identifying information already, or if a request for information has not been processed.
- You can cancel a disclosure veto any time by submitting a request to the Disclosure Program. If you cancel your disclosure veto, your identifying information will be released to the adopted person if they request it.
- Your disclosure veto expires when you die. Identifying information may be released to other parties after your death.

You can file a disclosure veto at any time starting in fall 2021 – <https://beta.novascotia.ca/file-disclosure-veto-adoption-records>.

Contact notice:

- You can file a contact notice **for other parties to an adoption**.
- You must specify who you want contact from and how you want them to contact you. You can also specify that you do NOT want contact from anyone.
- Even if your contact notice says you do not want to be contacted, your identifying information will still be released to the adopted person and possibly other parties (such as relatives) if they request it. If you do not want this to happen, you need to file a disclosure veto.
- If your information has previously been released to a party to an adoption, or a request for information has been processed, you will not be able to file a contact notice for them. You may only file a contact notice if your information has **NOT already** been provided.
- If you change your mind about your contact preferences, you can replace a contact notice. Be sure to state the type of contact you now want from each of the other parties to an adoption in your new contact notice as it will replace all the contact preferences you previously had.
- You may cancel a contact notice at any time.

You can file a contact notice at any time starting in fall 2021 – <https://beta.novascotia.ca/file-contact-notice-adoption-records>.

3. Search services:

- You can request a search for the adopted person and their relatives.
- If the adopted person has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not conduct a search.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to locate them. If we cannot find them after one year, we will stop searching for them.

You can request search services under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

4. Reunion support:

- You can request support from the Disclosure Program to reunite/connect with the adopted person.
- If the adopted person has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not offer any reunion supports.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to reunite you with the parties you requested.

You can request reunion supports under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

I am a potential birth parent

Under the new legislation, if you are named as a potential birth parent in an adoption and an adopted person is requesting information from that adoption record, the Disclosure Program will search for you.

If the program finds you, we will inform you that you were named in an adoption record. You will be given 90 days to

- provide consent for the program to release your information OR
- file a privacy tool. If you do not file a privacy tool within 90 days, your information will be released to the adopted person.

If a birth parent informs the Disclosure Program that you are a potential birth parent, we will include your name in the adoption records as a potential birth parent.

If you have reason to believe that you are a potential birth parent, you should contact the Disclosure Program with evidence that supports your potential parentage. You will be named in the adoption records as a potential birth parent if the evidence supports it. You can file a privacy tool if you do not want your information released.

If you have evidence that you are a birth parent (such as a DNA test, statements confirming information in the adoption record, or confirmation from the other birth parent), and that evidence is confirmed, you will be included in the adoption record as a birth parent and will be able to apply for supports and services that birth parents are eligible for, including privacy tools.

Services you can request:

1. Privacy tool:

Disclosure veto:

- You can file a disclosure veto, which will apply to the adopted person and all **persons related to them**. This means that relatives of that adopted person will not get identifying information about you if they request it.
- You can cancel a disclosure veto any time by submitting a request to the Disclosure Program. If you cancel your disclosure veto, your identifying information will be released to the adopted person if the adopted person has requested the information.
- Your disclosure veto expires when you die. Identifying information may be released to other parties after your death.

You can file a disclosure veto at any time starting in fall 2021 – <https://beta.novascotia.ca/file-disclosure-veto-adoption-records>.

Contact notice:

- You can file a contact notice stating which parties to an adoption you want contact from and how they can contact you.
- You can also specify if you do NOT want contact from anyone.
- Even if your contact notice says you do not want to be contacted, your identifying information will still be released to the adopted person and other parties (such as relatives), if they request it, as defined by legislation. If you do not want this to happen, you need to file a disclosure veto.
- If you change your mind about your contact preferences, you can replace a contact notice. Be sure to state the type of contact you now want from each of the other parties to an adoption in your new contact notice as it will replace all the contact preferences you previously had.
- You may cancel a contact notice at any time.

You can file a contact notice at any time starting in fall 2021 – <https://beta.novascotia.ca/file-contact-notice-adoption-records>.

I am a birth sibling

Information and services you can request:

You must be a birth sibling of an adopted person and be 19 years of age or older.

1. Information:

- Non-identifying information about the adopted person.
- The adoptive name of the adopted person if the adopted person **has not** filed a disclosure veto for the birth parent you share **AND** if one of the following applies:
 - a. the birth parent you share with the adopted person gives written permission for you to get the information
 - b. you are estranged from the birth parent you share with the adopted person and you can show proof that you tried to find them to get their written permission but cannot locate them
 - c. the birth parent you share with the adopted person is deceased
 - d. you, the birth sibling, are a former child in permanent care of the Minister
- If the adopted person has filed a contact notice, you must sign a contract undertaking/agreement to receive the identifying information. If you sign the document but do not follow the terms, you may be subject to a fine of up to \$10,000.
- If the adopted person has **not** filed a privacy tool and the above requirements have been met, you will receive their adoptive name.

You can request information under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

2. Search services:

- You can request a search for the adopted person and other parties to an adoption.
- If the person you are searching for has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not conduct a search.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to locate them. If we cannot find them after one year, we will stop searching for them.

You can request search services under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

3. Reunion support:

- You can request support from the Disclosure Program to reunite/connect with the adopted person and other parties to an adoption.
- If the person you are seeking has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not offer reunion supports.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to reunite/connect you with the parties requested.

You can request reunion supports under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

I am an adoptive parent

Services you can request:

- Non-identifying information on behalf of an adopted person who is under the age of 19, or with the consent of the adopted person who is over the age of 19.
- A duplicate copy of the records you were given at the time the adoption was granted.
- Information from the other parties to an adoption under compelling circumstances affecting the health, safety, or well-being of an adopted person under the age of 19.

I am a relative of a birth parent

You must be 19 years of age or older to request supports and services.

Services you can request:

1. Information:

- Non-identifying information about an adoption if one of the following applies:
 - a. the birth parent you are related to gives written permission for you to get the information
 - b. you are unable to locate the birth parent you are related to and you can show proof that you tried to find them to get their written permission
- Identifying information about an adoption if the birth parent you are related to is deceased. However, if the adopted person has filed a disclosure veto, their identifying information will not be released.

If the adopted person has filed a contact notice, you will receive their name AFTER you sign a contact undertaking/agreement. If you do not sign this document, you will not receive the identifying information.

If you sign the document but do not follow the terms, you may be subject to a fine of up to \$10,000.

If the adopted person has **NOT** filed a privacy tool, their adoptive name will be provided to you.

You can request information under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

2. Search services:

- If the adopted person has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not conduct a search.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to locate them. If we cannot find them after one year, we will stop searching for them.

You can request search services under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

3. Reunion support:

- If the adopted person has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not offer any reunion supports.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to reunite you with the parties requested.

You can request reunion supports under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

I am a relative of an adopted person

Information and services you can request:

1. Information:

- Non-identifying information about an adoption if one of the following applies:
 - a. the adopted person you are related to gives written permission for you to get the information
 - b. you are unable to locate the adopted person you are related to and you can show proof that you tried to find them to get their written permission
- Identifying information about an adoption if the adopted person you are related to is deceased. This could include the birth parent(s) name, and names of any birth siblings.

If the birth parent has filed a disclosure veto, the Disclosure Program will not release their identifying information to you.

If the birth parent has filed a contact notice, the Disclosure Program will release their information only after you sign a contact undertaking/agreement. If you do not sign this document, you will not receive

the identifying information. If you sign the document but do not follow the terms, you may be subject to a fine of up to \$10,000.

If the birth parent has not filed a privacy tool, the Disclosure Program will provide you with the name of the birth parent(s).

You can request information under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

2. Search services:

- If the birth parent has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not conduct a search.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to locate them. If they cannot be found after one year, the Disclosure Program will stop searching for them.

You can request search services under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

3. Reunion support:

- If the birth parent has filed a privacy tool stating that they want no form of contact, the Disclosure Program will not offer any reunion supports.
- If they have not filed a privacy tool, the Disclosure Program will make reasonable efforts to reunite you with the parties requested.

You can request reunion supports under the Adoption Records Act when it is fully proclaimed on May 1, 2022 – <https://beta.novascotia.ca/request-access-information-about-adoption>.

I am a representative

You may submit a request for information or records on behalf of a party to an adoption, potential birth parent, birth sibling, or relative if you have been appointed as a representative for that person under the Adult Capacity and Decision-making Act.

You can submit requests for all the services and supports the person is entitled to, including filing a privacy tool, and requesting information, searches, or reunion supports.

You must indicate on the request forms that you are a representative and provide the Disclosure Program with a copy of your representation order before we will release any information to you. You must also provide information about the person you are representing in the sections on the request forms.

If you have applied for a representation order under the Adult Capacity and Decision-making Act but you have not received it yet, you can submit proof to the Disclosure Program that you started an application. The request will not be processed until you provide the court order, but it will be on record that you submitted a request.

You will have one year from the date you submitted the request to provide the representation order, otherwise the request will be closed without being processed.

You must update the Disclosure Program on the status of the application every three months. If you do not do so, the request will be closed without being processed.

Visit the [Adult Capacity and Decision-making Act \(PDF\)](#) for more information.

If you have any questions about submitting a request as a representative, contact the Disclosure Program.

Call: 902-424-2755 or 1-833-424-2755

Email: disclosureprogram@novascotia.ca

If an adopted person is deceased

If an adopted person is confirmed to be deceased, any privacy tool they filed automatically expires and information about them can be released to other parties to an adoption who have made a request for information.

Parties who needed an adopted person's written consent before they could apply for supports and services will be able to request such supports and services.

If a birth/potential birth parent is deceased

If a birth/potential birth parent is confirmed to be deceased, any privacy tool they filed automatically expires and information about them can be released to other parties to an adoption who have a request for information.

Parties who needed a birth /potential birth parent's written consent before they could apply for supports and services will be able to request such supports and services.