

Change of Information

Form related to *The Adoption Act*

Filling out the form

- This form will advise the Manitoba Post-Adoption Registry of your updated contact information.
- If you have questions or need help filling out the form:
 - Contact your local [Child and Family Services agency](#).
 - You can also call the Manitoba Post-Adoption Registry at 1-855-837-5542 (toll free in Canada and the US).
- Please read these instructions before filling out the form.
- **Please print clearly in ink in each section.**

Section 1: I am the:

- Check the box to indicate which category applies to you.
- If you are the adoptee, please provide the name(s) of your adoptive parent(s).
- If you are the adoptive parent, please provide the name of the adoptee.

Section 2. My PREVIOUS contact information:

- Provide your contact information that would be on file with the Manitoba Post-Adoption Registry.
- Provide your previous full first name, middle name(s) and last name.
- Provide your complete previous address, detailing: city/town, province/state, country, and postal code/zip code.
- Indicate your previous home, work, and cell telephone number(s), and your email address.

Section 3: My NEW contact information:

- Provide your new contact information in this section.
- For each item, if your information has not changed, check the box to indicate that the information you provided in Section 1 is still the same, then move on to the next item.
- For each item, if your information has changed, provide your NEW information in the spaces indicated.

Section 4. My consent to update contact information:

- **Read, sign and date**, confirming your consent.

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- Section 4 confirms your consent to for the Manitoba Post-Adoption Registry to update your contact information and ensures that the consent remains with the information collected.
- Check the box if you would like confirmation of receipt and filing of your Change of Information form from the Manitoba Post-Adoption Registry. You must include a self-addressed stamped envelope with your form if you would confirmation.
- **NOTE: Your form will not be processed if you have not signed and dated both Part 1 and Part 2.**

Submitting the form

1. IN PERSON: If you are in Manitoba, you can submit your form in person. Take your completed version of Part 1 and Part 2 of this form, with the properly verified photocopy of two pieces of identification, one of which is photo identification to a Child and Family Services agency. CFS staff will submit your form to the Manitoba Post-Adoption Registry on your behalf.

- You can receive Post-Adoption Registry assistance by contacting your local [Child and Family Services agency](#).

2. BY MAIL: You can also submit your form by mail. Send a completed version of Part 1 and Part 2 of this form, with the properly verified photocopy of two pieces of identification, one of which is photo identification by mail to:

**Manitoba Post-Adoption Registry
2nd floor – 777 Portage Avenue
Winnipeg MB R3G 0N3
Canada**

Inquiries

Telephone: 1-855-837-5542 - toll free in Canada and the US

Email: cfds@gov.mb.ca

Website: manitoba.ca/adoptionrecords

Address: Manitoba Post-Adoption Registry
2nd floor – 777 Portage Avenue Winnipeg MB R3G 0N3 Canada

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Section 1: I am the:

- Adoptee – Name(s) of adoptive parent(s) _____
- Birth parent
- Birth sibling
- Adoptive parent – Name of adoptee _____
- Other _____

Section 2. My PREVIOUS contact information:

First name	Middle name(s)	Last name	
Mailing address: Apartment number/Street number and name			
City/Town	Province/State	Country	Postal/Zip Code
Home telephone number <small>Country code Area Code Phone number</small> () () ()	Work telephone number <small>Country code Area Code Phone number</small> () () ()	Cell telephone number <small>Country code Area Code Phone number</small> () () ()	
Email address(es)			

Section 3. My NEW contact information:

Name: <input type="checkbox"/> Check if same as Section 2; if not, indicate change in spaces below.			
First name	Middle name(s)	Last name	
Mailing address: <input type="checkbox"/> Check if same as Section 2; if not, indicate change in spaces below.			
New mailing address: Apartment number/Street number and name			
City/Town	Province/State	Country	Postal/Zip Code
Telephone: <input type="checkbox"/> Check if same as Section 2; if not, indicate change in spaces below.			
New home telephone number <small>Country code Area Code Phone number</small> () () ()	New work telephone number <small>Country code Area Code Phone number</small> () () ()	New cell telephone number <small>Country code Area Code Phone number</small> () () ()	
Email address(es) <input type="checkbox"/> Check if same as Section 2; if not, indicate change in spaces below.			
New email address(es)			

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Section 4. My consent to update contact information:

I hereby authorize the Director of Child and Family Services to update my information with the Manitoba Post-Adoption Registry.

All the information provided on this form is accurate and complete as far as I know.

DATE: _____

YOUR SIGNATURE: _____

- Check here if you would like to receive confirmation that your Change of Information form has been received and filed with the Manitoba Post-Adoption Registry.

To receive confirmation, you must include a self-addressed stamped envelope.

Information and Privacy Notice

Manitoba Family Services is authorized to collect personal information and personal health information under subsection 36(1) clause (b) of *The Freedom of Information and Protection of Privacy Act* ("FIPPA") and subsection 13(1) of *The Personal Health Information Act* ("PHIA") respectively, as the information is directly related to and necessary for the purposes of protecting the applicant's information related to birth and adoption records. We have limited the information we are collecting about you to the minimum amount necessary for these purposes. Your information is protected by the protection of privacy provisions of FIPPA and PHIA. We cannot use or disclose it for any other purpose, unless you consent or we are authorized or required to do so by FIPPA, PHIA, or *The Adoption Act*. If you have any questions about your information, please contact the FIPPA Coordinator at 1-204-945-2013 at 500-326 Broadway, Winnipeg MB R3C 0S5.

If you have any questions about the collection and disclosure of your personal information, contact your local [Child and Family Services agency](#) or call the Manitoba Post-Adoption Registry at 1-855-837-5542 (toll free in Canada and the US).