

Part 2 The application

I apply for a copy of the following documents:

- ☐ The application form for a parental order (this will not include the documents attached to that form)
- ☐ The parental order or any other order relating to the parental order proceedings
- ☐ Any transcript of the court's decision
- ☐ A report made to the court by the parental order reporter

Part 3 Signature of applicant

I certify that I am the person to whom the attached certified copy of the entry in the Parental Order Register relates. I confirm that I have received information about counselling services and have been given a suitable opportunity to receive such counselling.

Print full name

Signed

Date

To be completed by the court

Proof of Identity

Seen by
(court officer)

Counselling

The court cannot provide you with a copy of any prescribed document or order unless it is satisfied that you have been informed about the availability of counselling services providing counselling in relation to the implications of the court providing you with these documents and that you have been given an opportunity to receive counselling. You will need to consider this before making your application.

Details of counselling can be obtained from the court and from the Department of Health website.

Guidance Notes: Application for information from court records

You should attach a full certified copy of the entry in the Parental Order Register which relates to you.

When you have completed the form you should take it in person to any court along with evidence of your identity showing a photograph and signature, such as a passport or driving licence.

The court will check the evidence of your identity, make a note of it on the application form and return it to you.

What happens next

The court will then send your application to the court which made the parental order. The court which made the order will locate the court records relevant to your application and send copies of the documents you have requested to your home address.