



OVERVIEW – APPLYING FOR HISTORICAL RECORDS FROM THE SALVATION ARMY

Thank you for your enquiry.

Before we begin the search, we need to determine your eligibility.

We receive a number of letters where applicants are seeking to find records of their relatives as part of personal genealogical research and other purposes. The Salvation Army is committed to caring for people by protecting personal information and upholding the Australian Privacy Principles. All responses to queries and requests for access to information are in accordance with the *Privacy Act (Cth) 1988* and in some cases the relevant State specific privacy legislation.

Each application will be considered on the facts relating to the particular application. If you are seeking to obtain records of a family member (such as sibling or parent) who is living, it is essential they provide consent, so please have them sign a **Consent of Careleaver Form** and provide the signed form to us.

There are a variety of situations that might apply to your application, including the following:

1. If you are a former TSA resident and would like to access your records from your time in their care, please complete the **Application for Records Request Form** and provide us with a copy of ONE of the following:
 - a) A birth certificate;
 - b) Drivers licence;
 - c) Passport;or an alternative document that provides the name and date of birth that matches what you have indicated on the application form.

2. If you are seeking to obtain records for a relative who is deceased or unable to give their consent to the production of the records to you, please include with your application proof of their identity, such as photocopies of their birth, death or marriage certificates. You will also need to provide identifying documents to prove your relationship to the person. For example, if you are seeking records of your grandparent, please include:
 - o documents that identify your relationship to your parent (i.e. your birth certificate)
 - o a further document identifying your parent's relationship to your grandparent (i.e your parent's birth certificate),
 - o and an identifying document for your grandparent (i.e. your grandparent's birth, death or marriage certificate)

3. If you are an Adoptee or a Birth Mother seeking Birth Records, depending on the State where the adoption took place, you will need to provide the following:

NSW	<p>1. Complete an Application for Records Request Form, plus</p> <p>2. Provide an Adoption Information Certificate (or Supply Authority); or <i>Issued by the Adoption Information Unit (Phone: 1300 799 023 or 02 9716 3005)</i></p> <p>3. Provide a copy of the Original Birth Certificate <i>Issued by the Adoption Information Unit (Phone: 1300 799 023 or 02 9716 3005)</i></p>
QLD	<p>1. Complete an Application for Records Request Form, plus</p> <p>2. Provide an Authorisation Letter <i>Issued by the Queensland Adoption Services (Phone: 07-3097 5100 or 1800 647 983)</i></p>
VIC TAS SA WA	<p>1. Complete an Application for Records Request</p>

4. Other example categories:

- (a) If you are a family member, solicitor, genealogist, advocate or other representative of a person who was previously admitted to a Salvation Army facility, and you would like to apply for records on their behalf, please complete the **Application for Records Request Form** and provide a copy of the relevant identity document of the TSA resident and a completed consent form signed by that person.
- (b) If you are the executor of the estate of a former TSA resident and you wish to apply for records for a resident, please complete the **Application for Records Request Form** and provide a copy of documentation supporting your position as executor.

On receipt of your application, we will respond as soon as we are able to.

It must be noted that whilst every effort will be undertaken to locate the requested records, past practices relating to record keeping may mean that some records no longer exist, are unable to be located or may be incomplete.

We will advise you in writing of the outcome.



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