

**GENERAL INSTRUCTIONS FOR COMPLETING
ILLINOIS ADOPTION REGISTRY-MEDICAL INFORMATION EXCHANGE (IARMIE) FORMS**

Type or print (in ink) all known information asked for on the forms. If you do not know the information, please leave that item blank.

All registrations must contain the following basic forms/items:

1. Your specific Registration Identification form (Adopted Person, Birth Parent, etc.)
2. Illinois Adoption Registry Application form
3. Your registration **MUST INCLUDE** a photocopy of a government issued photo ID. Acceptable IDs are: **driver's license with photo, government issued photo ID cards or passport.**

You must choose upon completion of your basic registration forms one of these options: Select the one that best defines what you wish to accomplish with your registration and submit the required items/forms.

A. If you wish to exchange medical information, with or without exchanging identifying information, you must include the following forms in addition to your basic registration forms:

4. A properly completed Information Exchange Authorization form ****See note**
5. A completed medical information questionnaire form

B. If you wish to exchange identifying information but NOT medical information you must include these forms/items in addition to your basic registration forms:

4. A properly completed Information Exchange Authorization form ****See note**
5. The required registration fee of \$40 - made payable to the Illinois Department of Public Health. NOTE: this fee is waived for persons agreeing to exchange the medical information questionnaire, which contains NO identifying information.

C. If you wish to deny contact of any kind, you must include these forms/items in addition to your basic registration forms:

4. A properly completed Denial of Information Exchange form ****See note**
5. The required registration fee of \$40 - made payable to the Illinois Department of Public Health. NOTE: this fee is waived for persons agreeing to exchange at least the medical information questionnaire, which contains NO identifying information.

****NOTE:** The applicant's signature must be **notarized** on the "Information Exchange Authorization" or the "Denial of Information Exchange" forms. If the form does not contain your signature and that of the notary, as well as the notary's seal, you will be sent another form to properly complete before being placed in the IARMIE.

In addition to the completed registration, you may submit the following optional items:

Optional written statements and optional photographs - Sign Section B and C on the Illinois Application form to authorize the release of the documents. These will be released to the person(s) you wish to exchange information with as indicated on your Information Exchange Authorization. Photographs are to be of the registrant alone and are to be no larger than 8½" X 11". Statements may not contain any specific names, dates or places.

Effective January 1, 2004:

Adopted Persons, Adoptive Parents and Legal Guardians of Adopted Persons have the option to request non-identifying information that is contained within the certifiable portion of the original birth record being released to them. You will need to sign and date Section D of the Illinois Adoption Registry Application form to receive this information.

Birth Parents have the option to request confirmation of the date and place of birth of the child from the original birth record. You will need to sign and date Section E of the Illinois Adoption Registry Application form to receive this information.

If you have questions or would like help or guidance in completing the forms, please feel free to contact the Illinois Adoption Registry. If you live in Illinois you may call the registry toll free at 877 - 323 - 5299. If you live outside of Illinois, the telephone number to call is 217 - 557 - 5159. The Illinois Adoption Registry does have voice mail and those who leave a name, telephone number and the best time reach them will receive a return call.

Mail the completed registration, which is the basic registration forms and the forms from option A, B or C (whichever you chose) to: Illinois Adoption Registry and Medical Information Exchange, Illinois Department of Public Health, Division of Vital Records, 925 East Ridgely Avenue, Springfield, IL 62702-2737