



# **KŌNAE** My Records Guide

**What information does Oranga Tamariki need when I ask for my records?**



**Published: May 2025**

## About this Easy Read

Commented [AF1]: NB: This section rearranged. No info changed.



This Easy Read is about the information **Oranga Tamariki – Ministry for Children** needs when you ask for **records** about:



- your **guardianship**
- when you were **in care**.



Information about **Oranga Tamariki – Ministry for Children** is on **pages 5 to 6**.



Here **records** means the information an organisation has kept / made about a person.



Here **guardianship** is when an adult is put in charge of the care of a person.

A guardian should:

- take care of the person
- keep the person safe.



Here **in care** means when an organisation is put in charge of a person.

The organisation decides for the person things like:

- where they live
- who is their carer
- their upbringing.





Giving the right information to Oranga Tamariki will support you to get the right records.



This Easy Read is of a webpage from the website **Kōnae – My Records Guide**.

**KŌNAE** My Records Guide

**Kōnae – My Records Guide** is a website that supports you to get your records from when you were in care.



The website is called Kōnae for short.



The **website** is found at:

**[www.konae.org.nz](http://www.konae.org.nz)**



The **Citizens Advice Bureau** is the kaitiaki / guardian of Kōnae.



The **Citizens Advice Bureau** provides free advice to people about things like:

- **rights**
- how to get the services you need.



**Rights** are things that you should get to live a good life.

Everyone has a right to things like:

- housing
- being kept safe
- having enough food to eat.



## What is Oranga Tamariki?

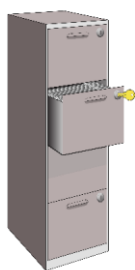


Oranga Tamariki – Ministry for Children is a government agency that keeps:

- children safe
- young people safe.



In this document **Oranga Tamariki – Ministry for Children** will be called **Oranga Tamariki**.



Oranga Tamariki looks after the records:

- they make
- made by **child protection services** in the past.



Here **child protection services** means agencies like Oranga Tamariki that look after children when they:

- might be treated badly
- cannot be looked after properly by their family
- have no family.



Oranga Tamariki has records from:

- Child Youth and Family Services / CYFS
- Department of Social Welfare
- the Child Welfare Division of the Education Department.



## Confirming your identity



Oranga Tamariki might need to **confirm your identity** when you ask for your records.



**Confirm your identity** means making sure you are who you say you are.

This is so they give the correct information to the correct person.



It is a good idea to take photo identification / ID with you if you are going to visit an Oranga Tamariki office.



## Asking personal questions



Oranga Tamariki will ask:

- for your personal details
- questions about the records you are asking for.

### Personal details

The personal details Oranga Tamariki might ask for include:

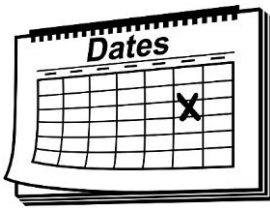
- your name
- any other names you might have been known by
- your phone number
- your date of birth.





Oranga Tamariki might ask you questions about:

- how you want to be sent your records
- what information you are looking for
- why you are asking for the records
- when you need your records by.



## Information about your past



Oranga Tamariki might ask you to share information about your past like:

- your whānau / family
- places where you lived
- details of people who were part of your care.



This information will help them to find your records.



## Information about your whānau / family

It can help Oranga Tamariki if you tell them information about your whānau / family like:



- their names
- how they are related to you like:
  - sisters / brothers
  - parents
- when they were born
- if they were in care as well.





## Where you lived

It can help Oranga Tamariki if you tell them information about where you lived when in care like the:

- name of a:
  - residence
  - home
  
- dates you lived there
  
- location / place in the country.





## People who were part of your care

It can help Oranga Tamariki if you tell them information about the people who were part of your care like:

- their names
- their location / place in the country
- who they were like:
  - a caregiver
  - foster parents
  - social workers
- if they were part of a home.



## Asking for records for a whānau / family member



There is information Oranga Tamariki will ask for if you are asking for the records of a whānau / family member.



Oranga Tamariki will ask:

- their name
- their date of birth
- how you are related to them like:
  - brothers / sisters
  - parents.



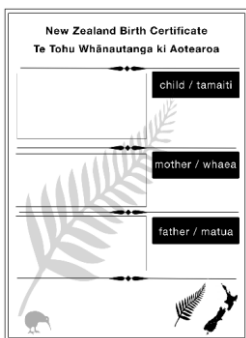


Oranga Tamariki will ask you if the whānau / family member gave you **written permission** to ask for the records for them.



**Written permission** is a letter that says:

- the writer needs something done
- and**
- the person with the letter is allowed to do it.



If the whānau / family is not alive  
Oranga Tamariki may ask for:

- their **death certificate**
- proof you are related to them like your birth certificate.





A **death certificate** is a record of when a person dies.

It has information on it like:

- the date they died
- their age when they died
- their family.

## Getting support



Answering questions about the records you want from Oranga Tamariki can make you feel all sorts of things.



If you do not feel good giving Oranga Tamariki some information you can tell them.

Oranga Tamariki can:

- carry on without asking you more questions
- contact you later when you feel like you want to talk.





It is important to give Oranga  
Tamariki as much information as you  
can to support finding your correct  
records.



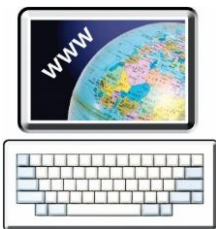
It can be good to have someone to  
talk to about asking for your records.

You can talk to your:

- whānau / family
- friends
- support person.

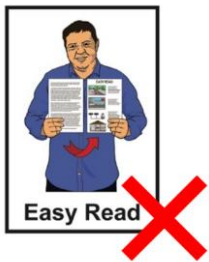


Kōnae has information on where to get support you if you want to talk about how it feels to get your records.



Find out what support you can get at this **webpage**:

**[www.konae.org.nz/support](http://www.konae.org.nz/support)**



This website is **not** in Easy Read.



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