

JFM RESEARCH

www.magdalenelaundries.com

Research Guide for

Magdalene Survivors

Seeking Access to Records

Justice for Magdalenes Research (JFMR) is a not-for-profit organisation whose main aim is to provide for the advancement of education of the general public by researching the Magdalene Laundries and similar institutions and by providing information and support to the women who spent time in the Magdalene Laundries and their families.

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Introduction

Justice for Magdalenes Research (JFMR) has compiled this Research Guide to assist Magdalene survivors in obtaining their records. We hope that this guide will be of assistance to you and if you have any questions please do not hesitate to contact us at info@magdalenelaundries.com. We have provided some sample letters for you below, but if you would like us to check anything before you send it out, please don't hesitate to ask. A list of resources and counselling services is also attached.

Magdalene Restorative Justice Scheme

If you have not already applied to the Magdalene Restorative Justice Scheme at the Department of Justice and Equality, the following guides may be of assistance to you.

Survivor Guide to Magdalene Restorative Justice Scheme

<http://magdalenelaundries.com/Survivor%20Guide%20to%20Magdalene%20Restorative%20Justice%20Scheme.pdf>

Supplementary Guide to the Magdalene Restorative Justice Scheme

<http://magdalenelaundries.com/press/Supplementary%20Survivor%20Guide%20to%20Magdalene%20Restorative%20Justice%20Scheme.pdf>

Adoption

If one or more of your children were adopted please visit the Adoption Rights Alliance website at www.adoptionrightsalliance.com for information on available supports and on how to trace if this is your wish.

Beginning Your Research

Before you set out, you should firstly gather whatever information you can from your own records and memories. Make a list of things you remember and put together your paperwork, if any. We suggest that you purchase a folder to keep everything in. As you receive responses from religious orders and government departments, you can use it to keep them safe and in the one place. Below is a list of questions that might help you remember:

- What laundry/laundries were you in?
- When did you enter the laundry?
- Were you sent into the laundry by your family?
- Were you transferred from an industrial school?
- Were you transferred from a mother and baby home?
- Were you sent into the laundry by a judge in court?
- Were you transferred from a psychiatric institution?
- What part of the country was the laundry in?
- What order of nuns ran the laundry?
- Can you remember any of the nuns' names?
- What were your responsibilities in the laundry?

Contacting the Religious Order

Once you have gathered whatever information you can, your first step should be to contact the religious order that ran the laundry in question. If you cannot remember what order was involved, then we suggest that you write to all of them. We suggest making a Data Protection Application and we have provided a sample letter at the end of this guide which you can tear out and fill in if you wish. You will also find a list of names and addresses of the religious orders at the end of the guide.

Guidelines for Dealing with Religious Orders

- ✓ Always communicate in writing preferably using Registered (Signed For) Post.
- ✓ Do not give the order a contact number. If you absolutely have to contact the order by phone, we advise that you use a private number (this can be done from any Irish landline by placing 141 before the number to be dialled).
- ✓ If the religious order seeks a meeting with you, we advise that you proceed with caution. If you decide to proceed with the meeting we strongly advise that you do not go to this meeting alone and suggest that you bring along a family member or friend.
- ✓ Remember, you have the right to be treated respectfully – you have nothing to be ashamed of and deserve an apology for what happened to you.

- ✓ If you are told that you have been placed on a waiting list, ask how long the wait is and ask to be kept regularly informed of your place in the queue.
- ✓ Ask for the name of the person dealing with your query and address all correspondence to this person.
- ✓ Keep track of your paperwork in a folder or file and keep a copy of any correspondence sent to the order.
- ✓ If you wish, copy your correspondence to JFMR, clearly stating that you have done so at the end of the letter.

Contacting Government Departments and Other Agencies

While the Magdalene Laundries were church-run institutions, the State was also involved in referring women and girls there. You may also have been transferred from a mother and baby home or another institution. You should therefore make a Data Protection Application to the government department(s) and/or institution(s) in question. Sample letters are provided at the end of this guide which you can tear out and fill in if you wish. Please contact us if you would like additional copies. The names and addresses you will need are at the end of this guide – if you cannot find the address you need, contact us and we will try to help.

If you are unsure what government department(s) and/or institution(s) you should contact, the following may be of assistance.

- If you entered the laundry **via a government department/agent/official** (e.g. a school inspector or ISPCA inspector), you should write to that department (Department of Education for school inspectors, Department of Children and Youth Affairs for ISPCA/similar inspectors).
- If you were **removed from school** prior to your entry into the laundry, you should apply to the Department of Education for your records.
- If you were transferred from an **industrial school** to the laundry, you should obtain your records from that institution as they may record when you left.

- If you were transferred from a **mother and baby home** to the laundry, you should contact the order that ran the home, or the relevant department in Tusla if the records have been transferred (further details are at the end of this guide).
- If you were sent to the laundry via the **courts system**, you should contact the Department of Justice to ask for your records.
- If you were sent to the laundry from a **county home**, you should contact the relevant Health Service Executive for your records.
- If the religious order has a record of your entry into the laundry but no record of when you left, we suggest that you provide as much information as possible about your departure, including any jobs you went to, if you had to register with the Revenue Commissioners or the Department of Social Protection. If a family member or friend assisted you at that time, we suggest you obtain a statement from them.

We hope the information in this Guide is of help to you. Remember, you have every right to pursue the information you are looking for and deserve to be treated with respect. If you have any questions or concerns or if you are unsure of anything, don't hesitate to get in touch with us.

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Distribution of this document is encouraged, but no alterations are permitted.

Contact details for Religious Orders (Magdalene Laundries)

Good Shepherd Sisters

Sr. Bríd Mullins
Good Shepherd Provincialate
245 Lower Kilmacud Road
Goatstown
Dublin 14

Telephone: 051-873241 / 021-874294

Email: mbridmullins@eircom.net

Sisters of Our Lady of Charity

The Ministries Desk
Sisters of Our Lady of Charity
63 Lower Sean McDermott Street
Dublin 1

Telephone: 01 8711109 or 087 7719723

Email: ministeriesdesk@olc.ie

Sisters of Mercy

Ms. Marianne Cosgrave
Catherine McAuley Centre
23 Herbert Street
Dublin 2

Telephone: 01-6387521

Email: info@mercyarchive.ie

Sisters of Charity

Sr. Christina Gorman
Mary Aikenhead House
St. Mary's
Donnybrook
Dublin 4

Telephone: 01-2698744 or 087-2127245

Email: generalate@rsccharitas.com

Other Religious Orders (Industrial Schools – girls only)

Order of the Poor Clares

Ran an industrial school at Cavan Town

Poor Clare Monastery
Upper Faughart
Dundalk., Co. Louth
IRELAND

Tel. 353 (0)42 937 1966
Fax 353 42 937 1908

Email: poorclares@poorclaresireland.org

Sisters of St. Louis

Ran an industrial school in Monaghan Town, moved to Bundoran in 1957

Mill Road
Dundalk
Co. Louth
Tel: 042-9335773

Presentation Sisters

Ran industrial schools in Cashel and Dundrum (Tipperary)

Presentation Provincialate
Garden Vale
Athlone
Co. Westmeath
Ireland
Zip Code

Email: presnpro@iol.ie

Tel: 09064 72186 /09064 75895

Religious Orders (Mother and Baby Homes)

(May not be complete)

Sisters of the Sacred Heart of Jesus and Mary

Ran mother and baby homes at Bessboro, Co. Cork; Sean Ross Abbey, Roscrea & Castlepollard, Co. Westmeath.

Sacred Heart Home, Bessboro – records now held by:

Child and Family Agency
Regional Adoption Services
Páirc Na gCrann
St Stephen's Hospital

Sarsfield Court
Glanmire
Co. Cork
Phone: 021 4858650

Sean Ross Abbey, Roscrea, Co Tipperary - records now held by:

Child and Family Agency
Adoption Service,
2 St Andrew's Terrace,
Newtown,
Waterford.
Tel: 051 – 860048

Sacred Heart Convent, Castlepollard, Co Westmeath

Records now held by:

Child and Family Agency
Regional Adoption Services,
County Clinic,
St Conals Campus,
Letterkenny
Co Donegal.
Ph: 074 9104716

Daughters of Charity of St Vincent de Paul

Ran a mother and baby home at St. Patricks, Navan Road
Daughters of Charity of St Vincent de Paul
Seton House
Northbrook Road
Dublin 6
Tel: 01 - 6674346

Good Shepherd Sisters

Ran a mother and baby home at Ard Mhuire Dunboyne

Sr. Bríd Mullins
Good Shepherd Provincialate
245 Lower Kilmacud Road
Goatstown
Dublin 14

Telephone: 051-873241 / 021-874294

Email: mbridmullins@eircom.net

Other Homes:

Legion of Mary

(Regina Coeli Hostel)

International centre: Concilium Legionis Mariae (Legion of Mary)

De Montfort House
Morning Star Avenue
Brunswick Street
Dublin 7

Tel: +353 1 872 3153

Email : concilium@legion-of-mary.ie

Government Departments/Agencies

Department of Education

John Kelly
Principal Officer
Residential Institutions Redress Unit
Cornamaddy
Athlone
Co. Westmeath

Department of Health

Department of Health
Hawkins House
Hawkins Street
Dublin 2

Mental Health Commission

Mental Health Commission
St Martin's House
Waterloo Road
Dublin 4

Department of Justice

Mr. James Martin
Assistant Secretary
Department of Justice, Equality and Law Reform
94 St. Stephen's Green
Dublin 2

Department of Children and Youth Affairs

Department of Children and Youth Affairs
43-49 Mespil Rd
Dublin 4

Psychiatric Hospitals

(May not be complete as some hospitals have closed)

St. Conal's Hospital

Letterkenny
Co. Donegal

Central Mental Hospital

Dundrum
Co. Dublin

St. Brendans (Grangegorman)

PO Box 418
Rathdown Road
Co Dublin
Tel: 353 (0) 1 8693000

St. Patricks Hospital

St James Street
Dublin 8

District Mental Hospital

Clonmel
Co. Tipperary

St. Ita's Psychiatric Hospital

Portrane
Co. Dublin

St. John of God's Hospital

Stillorgan
Co. Dublin

St. Vincent's Psychiatric Hospital

Convent Ave
Richmond Road
Fairview, Dublin 3

St. Loman's Hospital

Palmerstown,
Co. Dublin

St. Fintan's Psychiatric Hospital

Portlaoise,
Co. Laois

St Mary's Psychiatric Hospital

Castlebar
Co. Mayo

St Brigid's Hospital (Psychiatric)
Ballinasloe Co. Galway

St. Brigid's Psychiatric Hospital
Ardee,
Co. Louth

Data Protection Application to Religious Orders

Your name:

Your address:

Date:

Name and Address of Religious Order:

To whom it concerns:

I wish to make an access request under the Data Protection Acts 1988 and 2003 (ROI), as well as the Freedom of Information Act (FOI), for a confirmation that you hold data relating to me, and to be given a description of the data, the purposes for which it is held and a copy of any information you keep about me, whether held on computer, in manual or in any other form. I am making this request under Sections 3 and 4 of the Data Protection Acts.

I am requesting the full non-redacted file, including marginal notations on front and back covers.

Name: _____

My date of birth: _____

I enclose a copy photo ID, and cheque for €6.35, being the maximum fee possible for such a request.

Yours faithfully,

Data Protection Application to Government Departments

Your name:

Your address:

Date:

Name and Address of Government Department:

To whom it concerns:

I wish to make an access request under the Data Protection Acts 1988 and 2003 (ROI), as well as the Freedom of Information Act (FOI), in relation to information you hold concerning the time I spent at

[NAME OF MAGDALENE LAUNDRY]

I am seeking confirmation that you hold data relating to me, and wish to be given a description of the data, the purposes for which it is held and a copy of any

information you keep about me, whether held on computer, in manual or in any other form. I am making this request under Sections 3 and 4 of the Data Protection Acts.

I am requesting the full non-redacted file, including marginal notations on front and back covers.

Name: _____

My date of birth: _____

I enclose a copy photo ID, and cheque for €6.35, being the maximum fee possible for such a request.

Yours faithfully,

Data Protection Application – Other Institutions

Your name:

Your address:

Date:

Name and Address of Institution:

To Whom It Concerns:

I wish to make an access request under the Data Protection Acts 1988 and 2003 (ROI), as well as the Freedom of Information Act (FOI), in relation to information you hold concerning the time I spent at:

[NAME OF INSTITUTION]

and

[NAME OF LAUNDRY]

I am seeking confirmation that you hold data relating to me, and wish to be given a description of the data, the purposes for which it is held and a copy of any information you keep about me, whether held on computer, in manual or in any other form. I am making this request under Sections 3 and 4 of the Data Protection Acts.

I am requesting the full non-redacted file, including marginal notations on front and back covers.

Name: _____

My date of birth: _____

I enclose a copy photo ID, and cheque for €6.35, being the maximum fee possible for such a request.

Yours faithfully,

Data Protection Application – Mother & Baby Homes

Your name:

Your address:

Date:

Name and Address of Mother and Baby Home/Tusla Section:

To Whom It Concerns:

I wish to make an access request under the Data Protection Acts 1988 and 2003 (ROI), as well as the Freedom of Information Act (FOI), in relation to information you hold concerning the time I spent at

[NAME OF MOTHER & BABY HOME]

and

[NAME OF LAUNDRY]

I am seeking confirmation that you hold data relating to me, and wish to be given a description of the data, the purposes for which it is held and a copy of any information you keep about me, whether held on computer, in manual or in any other form. I am making this request under Sections 3 and 4 of the Data Protection Acts.

I am requesting the full non-redacted file, including marginal notations on front and back covers.

Name: _____

My date of birth: _____

I enclose a copy photo ID, and cheque for €6.35, being the maximum fee possible for such a request.

Yours faithfully,

Resources and Counselling Services

There are a number of organisations and services listed below that provide a range of supports that might be of interest to you. This document is not necessarily an endorsement of any particular service.

Resources and services in the Republic of Ireland

National Counselling Service

The National Counselling Service was set up by the HSE and was established initially to provide counselling to adults abused as children in state institutions but also offers support to adults abused in other settings. The counselling service is free of charge.

| | |
|--|---------------------------|
| North East: | 1800 234 117 |
| North Dublin: | 1800 234 110 |
| North West: | 1800 234 119 |
| West: | 1800 234 114 |
| Mid-west: | 1800 234 115 |
| Midlands: | 1800 234 113 |
| Dublin South West/Kildare/West Wicklow: | 1800 234 112 |
| South Dublin & East Wicklow: | 1800 234 111/1800 234 116 |
| South East: | 1800 234 118 |

Connect

Connect is an additional service to the HSE's National Counselling Service and provides free telephone counselling and support for any adult who has experienced abuse, trauma or neglect in childhood.

| | |
|---------------------------------|--|
| Telephone: | 1800 477 477 |
| UK and Northern Ireland: | 00800 477 477 77 |
| Outside ROI and UK: | +353 1 865 7495 (International call rates apply) |

Website: <http://connectcounselling.ie/>

Irish Association for Counselling and Psychotherapy

You may also wish to visit the website of the Irish Association for Counselling and Psychotherapy at <http://www.irish-counselling.ie> to find a counsellor or therapist in your area in the Republic of Ireland. These services are not likely to be free of charge; however some counsellors and psychotherapists operate on a sliding scale.

Samaritans

Samaritans are available 24 hours a day to provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Telephone: 1850 60 90 90

Text: 087 2 60 90 90

Email: jo@samaritans.org

Website: <http://www.dublinsamaritans.ie/>

Adoption Rights Alliance

The mission of Adoption Rights Alliance is to advocate equal human and civil rights for those affected by Ireland's closed secret adoption system. There are a number of self-help guides available on our website and links are provided below.

Email: info@adoptionrightsalliance.com

Website: <http://www.adoptionrightsalliance.com>

Postal Address: The Mill House, Millview Road, Malahide, Co. Dublin.

Please visit <http://www.adoptionrightsalliance.com/searchandreunion.htm> to download our Tracing Handbooks which are a step-by-step guide to obtaining your birth certificate and which will assist you through the tracing process.

We also encourage adopted people, natural parents and relatives to register with the National Adoption Contact Preference Register (NACPR), which is run by the Adoption Authority of Ireland and which is available here:

<http://www.aai.gov.ie/index.php/information-a-tracing/contact-preference-register.html>

Justice for Magdalenes Research (JFMR)

The main aim of Justice for Magdalenes Research (JFMR) is to provide for the advancement of education of the general public by researching the Magdalene Laundries and similar institutions and by providing information and support to the women who spent time in the Magdalene Laundries and their families. There are a number of self-help guides available on our website and links are provided below.

Email: info@magdalenelaundries.com
Website: http://www.magdalenelaundries.com
Postal Address: Crocknahattina, Bailieborough, Co. Cavan.

JFMR has made the following resources available to Magdalene survivors and their families:

Survivor Guide to Magdalene Restorative Justice Scheme

<http://magdalenelaundries.com/Survivor%20Guide%20to%20Magdalene%20Restorative%20Justice%20Scheme.pdf>

Supplementary Guide to the Magdalene Restorative Justice Scheme

<http://magdalenelaundries.com/press/Supplementary%20Survivor%20Guide%20to%20Magdalene%20Restorative%20Justice%20Scheme.pdf>

Research Guide for Magdalene Survivors

<http://magdalenelaundries.com/Research%20Guide%20for%20Magdalene%20Survivors.pdf>

Research Guide for Relatives of Magdalene Women

<http://magdalenelaundries.com/Research%20Guide%20for%20Relatives%20of%20Magdalene%20Women.pdf>

Citizens Information

The Citizens Information service provides information on the social and civil rights of everyone in Ireland.

Telephone: 0761 07 4000
Email: <https://www.citizensinformation.ie/en/contactus>
Website: <http://www.citizensinformation.ie/en>

Dublin Rape Crisis Centre

The Dublin Rape Crisis Centre is a national organisation offering a wide range of services to women and men who are affected by rape, sexual assault, sexual harassment or childhood sexual abuse

Telephone: 1 800 778 888
Email: rcc@indigo.ie
Website: <http://www.drcc.ie>
Postal Address: 70 Lower Leeson Street, Dublin 2.

Aislinn Centre

The Aislinn Centre provides a mixture of certified, therapeutic, and recreational adult education classes to survivors of institutional abuse and their families.

Telephone: 01 8725771
Email: aislinned@eircom.net
Postal Address: Jervis House, Jervis street, Dublin 1.

Family Resource Centres

The aim of the Family Resource Centres is to help combat disadvantage by supporting the functioning of the family unit. Centres provide services and supports to families, lone parent families, men, women, youth, the elderly and others in need of support. Many Family Resource Centres also provide counselling services or can refer enquirers to appropriate services.

Telephone: 01 4200580
Email: info@familyresource.ie

Website: <http://www.familyresource.ie/centres.php>

Health Service Executive (HSE)

People without medical cards can still access a wide range of community and hospital health services, either free of charge or at reduced cost. The HSE website contains a detailed directory of the services and information on how to access them.

Please note: Information on the enhanced medical card for Magdalene survivors will be added to this document as soon as it is available.

Telephone: 1850 24 1850

Email: infoline1@hse.ie

Website: <http://www.hse.ie/eng>

Aware

Aware provides support groups for people with depression through its program '**Aware Defeat Depression**'. **Aware's** support groups are nationwide for both individuals with depression and also family members and friends.

Telephone: Dublin: 01 661 7211

Cork: 066 7194 713

Email: info@aware.ie

Website: <http://www.aware.ie>

GROW

GROW is a mental health organisation that helps people with mental health problems. It has a national network of over 130 groups in Ireland.

Telephone: 1890 474474

Email: <http://grow.ie/contact>

Website: <http://www.grow.ie/meetings.html>

Shine

Shine provides support to reduce the risk of suicide through confidential counselling and special education initiatives such as Life Hope and ASSIST training.

Telephone: Dublin: 01 8601620
Cork: 021 4929210

Email: <http://www.shineonline.ie/index.php/main-contact>

Website: <http://www.shineonline.ie/index.php>

Postal Address: Dublin: 38 Blessington Street, Dublin 7
Cork: 32 South Terrace, Cork

Drugs.ie

Drugs.ie is an independent website managed by The Ana Liffey Drug Project. Its mission is to work with people affected by problem substance use - to reduce harm, improve overall quality of life and promote human rights.

Telephone: 01 878 6899

Email: info@drugs.ie

Website: http://www.drugs.ie/find_services

Postal Address: **The Ana Liffey Drug Project**, 48 Middle Abbey Street, Dublin 1.

Alcoholics Anonymous

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

Telephone: 01 8420700

Email: gso@alcoholicsanonymous.ie

Website: <http://www.alcoholicsanonymous.ie>

Postal Address: General Service Office of Alcoholics Anonymous, Unit 2, Block C, Santry Business Park, Swords Road, Dublin 9.

Barnardos

Barnardos runs the Origins service which is for people (and their families) who spent all or part of their childhood in an Irish industrial School and are interested in tracing information about their parents, siblings or other relatives. The service is available to people in Ireland and abroad.

Telephone: 01 453 0355

Callsave: 1850 222 300

Email: origins@barnardos.ie

Website: <http://www.barnardos.ie>

Postal Address: Barnardos, Hyde Square, 654 Sth. Circular Rd. Dublin 8

Money Advice and Budgeting Service (MABS)

The Money Advice and Budgeting Service (MABS) is a free, confidential, independent and non-judgmental service for people in debt, or in danger of getting into debt, in Ireland.

Telephone: 0761 07 2000

Email: helpline@mabs.ie

Website: <http://www.mabs.ie>

Resources and services available to UK residents

Connect

Connect is an additional service to the HSE's National Counselling Service and provides free telephone counselling and support for any adult who has experienced abuse, trauma or neglect in childhood.

UK and Northern Ireland: 00800 477 477 77

Website: <http://connectcounselling.ie/>

Samaritans

Samaritans are available 24 hours a day to provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Telephone: 08457 90 90 90
Text: 07725 909090
Email: jo@samaritans.org
Website: <http://www.samaritans.org>

Irish Survivors in Britain

Website providing links to UK based survivor groups.

Telephone: 0121 622 4169
Email: info@irishsurvivorsinbritain.org
Website: <http://www.irishsurvivorsinbritain.org/survivors-networks-and-support-services-in-britain/>

UK Citizens Advice Bureau

The Citizens Advice Bureau provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

Website: <http://www.citizensadvice.org.uk>

Rape Crisis (England & Wales)

Information and support for those affected by rape and sexual abuse.

Telephone: National Freephone Helpline 0808 802 9999
Email: info@rapecrisis.org.uk
Website: <http://www.rapecrisis.org.uk>
Postal Address: Rape Crisis (England & Wales), BCM Box 4444, London, WC1N 3XX.

Services and resources available to individuals residing outside the UK and ROI

Connect

Connect is an additional service to the HSE's National Counselling Service and provides free telephone counselling and support for any adult who has experienced abuse, trauma or neglect in childhood.

UK and Northern Ireland: 00800 477 477 77

Outside ROI and UK: +353 1 865 7495 (International call rates apply)

Website: <http://connectcounselling.ie/>