

# BIRTH CERTIFICATE APPLICATION

## NOTES FOR GUIDANCE

### HOW DO I APPLY?



**In Person :**

By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank and NI Government Holidays).



**By Post :**

By forwarding the application form and fee to :

**The General Register Office  
Oxford House  
49-55 Chichester Street  
BELFAST BT1 4HL**



**By Telephone :**

By telephoning 101 if calling from within Northern Ireland or on 028 9151 3101 if calling from outside Northern Ireland if you have a credit or debit card. You should have your card with you when you ring as we will require your card number and expiry date.



**Online :**

**www.nidirect.gov.uk**



**By Fax :**

On a standard application form to 028 9025 2120.

### HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

**Personal Applications :**

Ready for collection or posting out on the **THIRD** working day after receipt of the application.

**Postal/Telephone**

**Online/Fax :**

Processed within **SEVEN** working days of the application being received.

**Priority Applications :**

Personal applications are ready within **one** hour, if an extra fee is paid in addition to the cost of the certificate. Priority applications received by post, telephone or online will be issued by first class mail, on the day of receipt.

**Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or online, and 3.00pm for personal callers at the counter.**

### HOW DO I PAY?

**Personal Applications :**

You can pay by cash, cheque (accompanied by a cheque guarantee card) postal order or credit card.

**Postal Applications :**

You can pay by cheque or postal order made payable to 'The Registrar General' or by credit card. **Payment from abroad may be made by cheque, international money order or credit card. Cheque, money order and credit card orders should always be expressed in STERLING. PLEASE DO NOT SEND CASH.**

**Telephone/Online/**

**Fax Applications:**

You can pay by using a valid Maestro, Visa or Mastercard.

**FEES:**

Please see certificate fees leaflet GRO384

### CAN I OBTAIN A REDUCED FEE CERTIFICATE?

Certificates for Education and Library Board / Social Security purposes can be produced at a reduced fee. **A letter issued by the Social Security Agency/Education and Library Board must be included with this application.**

### HELPFUL HINTS

- **We cannot supply copies of Birth Certificates registered outside Northern Ireland;**
- Please complete the address panel overleaf. This is where we will send the certificate;
- Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to 'The Registrar General.

### Searching by GRO Staff

If the search is likely to be too time consuming because of lack of information, we cannot undertake the task. The applicant should conduct the search personally or arrange for someone else to search on their behalf, at The General Register Office, 49-55 Chichester Street, Belfast BT1 4HL.

# PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

**THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN CAPITAL LETTERS. THE INFORMATION PROVIDED SHOULD BE AS ACCURATE AS POSSIBLE. ALL SECTIONS OF THE APPLICATION FORM SHOULD BE FULLY COMPLETED.**

## **INCOMPLETE APPLICATIONS WILL BE RETURNED**

### **Section 1 Applicant (Person Applying)**

- (Box a)** Insert the full name of the person applying for the certificate and the address to which the certificate is to be forwarded. A daytime telephone number should be included, where you can be contacted if necessary.
- (Box b)** State if you are applying for your own certificate, if not, please go to Box c.
- (Box c)** State your relationship to the person to whom the certificate relates.
- (Box d)** Give the reasons the certificate is required ie passport, driving licence etc.

### **Section 2 Details of Person whose Certificate is Required**

- (Box a)** Give details of the person whose certificate is required. This information is mandatory and should be filled in, if not, it could result in the return of the application form.
- (Box b)** Give details of the person's parents.
- (Box c)** State if the person is adopted. If you require a certificate, please fill in a birth certificate application form for an adopted child.

### **Section 3 Number and Type of Certificate(s) Required**

State the number of full, short or statutory birth certificates required.

- Full Birth Certificate:** This shows all details related to the birth including place of birth, mother's and father's names, mother's maiden name and the residence at the time of birth.
- Short Birth Certificate:** This shows only the surname, name, date of birth and (in most cases) the district of birth. Such a certificate is generally accepted for purposes for which evidence of age only is required.
- Additional Copies:** Where two or more certified copies of the same entry are applied for at the same time, the first copy will be charged at the full rate and any additional copies at a reduced fee.
- Statutory Certificate:** A letter issued by the Social Security Agency/Education and Library Board is required. **NB. These certificates may only be used for the purposes provided.**
- Search Only:** A search of the registers will be carried out within the **5 year period stated in this application - No Certificate will be produced.** However, you will receive a letter stating the outcome of the search.

### **Section 4 Signature**

Please sign and date the form whether or not you are paying by credit card.

### **Section 5 Payment**

- (Box a)** Indicate your method of payment - cash (if applying in person) cheque, postal order. Cheques or postal orders should be made payable to 'The Registrar General'. For postal applications please ensure the correct fee is enclosed as refunds cannot be made. **PLEASE DO NOT SEND CASH BY POST.**
- (Box b)** Complete this section if you are paying by credit card.

**IF YOU HAVE FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM. PLEASE CONTACT THE GENERAL REGISTER OFFICE ON 101.**

# Birth Certificate Application (Northern Ireland)

\* ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED.  
INCOMPLETE APPLICATIONS WILL BE RETURNED.

- \* This form should only be completed for persons born in Northern Ireland.
- \* For the certificate of an adopted child, please complete an Adopted Child Application form.
- \* Please complete Sections 1, 2, 3 in CAPITAL letters and sign at Part 4.

## Office Use

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Tie Up Nos. \_\_\_\_\_

Reference no. \_\_\_\_\_

## Section 1 Applicant (Person Applying)

(a) Full name \_\_\_\_\_  
Full postal address \_\_\_\_\_  
Daytime telephone no. \_\_\_\_\_  
email address \_\_\_\_\_

Postcode \_\_\_\_\_

*For purposes of detection and prevention of crime, information relating to this application may be passed on to other Government or Law Enforcement Agencies.*

(b) Are you applying for your own certificate? Yes  No

(c) If No, please state your relationship to the person whom the certificate relates \_\_\_\_\_

(d) Please give reasons for wanting a certificate: ie passport, driving license etc.  
\_\_\_\_\_

## Section 2 Details of the person whose Certificate is required

(a) Details of person

Surname at Birth	Forename(s)	Date of Birth	Place of Birth (Hospital Name or Address of Place of Birth)
_____	_____	_____	_____

Apart from a married name, have you ever had a different surname, if so, please state \_\_\_\_\_

(b) Father Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ Maiden Surname \_\_\_\_\_ Mother's Address (at time of child's birth) \_\_\_\_\_  
Mother Surname \_\_\_\_\_

(c) Is the person named in section 2(a) Adopted? Yes  No

## Section 3 Number and Type of Certificate(s) required

FULL  (additional copies of the same entry will be charged at the reduced fee)    SHORT     STATUTORY  (Proof from SSA/Education & Library Board required)    Search Only letter (5 year period)

## Section 4 Signature (Must be completed)

Your signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 5 Payment

(a) I enclose cash (if applying in person), cheque / postal order for \_\_\_\_\_ made payable to REGISTRAR GENERAL. (For postal applications please enclose the correct fee as refunds cannot be made.)

(b) or debit my \_\_\_\_\_ by £ \_\_\_\_\_ card no. \_\_\_\_\_ Issue Number (Maestro only) \_\_\_\_\_  
Maestro  Visa  Mastercard   
(Please tick appropriate box) Cardholders name (CAPITAL letters) \_\_\_\_\_ expiry date \_\_\_\_\_

Please return to: The Registrar General, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL.  
Tel: 101 Opening hours Monday to Friday 9.30am - 4.00pm (Closed Public, Bank & NI Government holidays)



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

PLEASE FILL IN YOUR NAME AND FULL POSTAL ADDRESS ON THE STICKER, TO ASSIST US IN SENDING OUT YOUR CERTIFICATE PROMPTLY.



INVESTOR IN PEOPLE

