

# Birth Certificate Application (Northern Ireland)

CP No. 

\* 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**

CALL / POST

Mon / Tues / Wed / Thurs / Fri

## Section 1 Applicant (Person Applying)

(a)	Full name	<input type="text"/>
	Full postal address	<input type="text"/>
		Postcode: <input type="text"/>
	Daytime telephone no.	<input type="text"/>
	Email address	<input type="text"/>

(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: i.e. passport, driving license etc.

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

	Surname at Birth	Forename(s)	Date of Birth	Place of Birth (Hospital Name or Address of Place of Birth)
(a) Details of person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apart from a married name, have you ever had a different surname, if so, please state				<input type="text"/>
(b) Father/Second female parent	Surname <input type="text"/>	Forename(s) <input type="text"/>	Maiden Surname <input type="text"/>	Mother's address (at time of child's birth)
Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Is the person named in section 2(a) Adopted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

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

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

## Section 4 Signature (Must be completed)

Your signature  Date

## Section 5 Payment (for postal applications only)

(a) I enclose cheque / postal order / credit/debit card details for  made payable to REGISTRAR GENERAL (For postal applications please enclose the correct fee as refunds cannot be made)

**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 i.e. passport, driving licence etc.

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

***Failure to provide full information may prevent GRO from being able to issue information/certificate you have requested.***

- (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***

- Full Birth Certificate:**      State the number of full, short or statutory birth certificates required.  
This shows all details related to the birth including place of birth, mother's and father's and second female parent'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.

**Section 5      *Payment***  
**(Box a)**      Indicate your method of payment - cash (if applying in person) cheque, postal order or credit/debit card. 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.**

**IF YOU HAVE FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM.  
PLEASE CONTACT THE GENERAL REGISTER OFFICE ON THE TELEPHONE NUMBER LISTED OVERLEAF,  
OR EMAIL [gro\\_nisra@finance-ni.gov.uk](mailto:gro_nisra@finance-ni.gov.uk)**

# 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 (Closed Public, Bank and NI Government Holidays).



**By Post :** By forwarding the application form and fee to:

**The General Register Office  
Colby House  
Stranmillis Court  
BELFAST BT9 5RR**



**By Telephone :** By telephoning 0300 200 7890 if calling from within the UK or on 028 9151 3101 if calling from outside the UK. 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](http://www.nidirect.gov.uk)

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

**All Applications:** Normally processed within **FIVE** working days of the application being received. This may take longer during busy periods.

**Priority Applications :** Priority applications attract an extra fee in addition to the cost of the certificate. Priority applications will be issued by first class mail as follows;

**On the same working day if received by 12.00 noon. If received after 12.00 noon, the certificate will be dispatched on the next working day.**

**Collection:** Certificates may only be ordered for collection **in person** at our office. Non-priority applications will be ready to collect on the third working day.

**While You Wait Service:** GRO offer a While You Wait Service for priority applications. Waiting times will be approximately 20 – 30 minutes.

### HOW DO I PAY?

**In Person:** You can pay by cash, cheque, postal order or credit/debit card.

**By Post:** 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.**

**By Telephone/Online:** You can pay by using a valid Maestro, Visa or Mastercard.

**FEES:** For the current fees, please visit [www.nidirect.gov.uk/articles/ordering-life-event-certificate](http://www.nidirect.gov.uk/articles/ordering-life-event-certificate)

### 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.**

### 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, Colby House, Stranmillis Court, Belfast BT9 5RR or in the GRO Section at the Public Records Office Northern Ireland, 2 Titanic Boulevard, Belfast BT3 9HQ.

# Payment Mandate Form for Postal Applications

Contact details: **GENERAL REGISTER OFFICE**  
**COLBY HOUSE**  
**STRANMILLIS COURT**  
**BELFAST BT9 5RR**  
**Telephone: 0300 200 7890 (within UK) or +44(0)28 9151 3101 (outside UK)**  
**Website: [www.nidirect.gov.uk/gro](http://www.nidirect.gov.uk/gro) Email: [gro\\_nisra@finance-ni.gov.uk](mailto:gro_nisra@finance-ni.gov.uk)**

## Fees and payment methods

Details of fees payable are available on [www.nidirect.gov.uk/articles/ordering-life-event-certificate](http://www.nidirect.gov.uk/articles/ordering-life-event-certificate); or by contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order. Cash should not be sent in the post. Should you wish to pay by credit/debit card please fill in the instruction below and include it with your application.

**ALL PAYMENTS BY POST SHOULD BE FORWARDED TO THE GENERAL REGISTER OFFICE AT THE ABOVE ADDRESS**

We can also accept payment by credit/debit card or cash at our office.

**Please note:** if you are completing your credit/debit card details, we recommend that you use a secure form of posting. This payment mandate form will be destroyed once payment has been confirmed.

For security reasons we cannot accept payment details by e-mail and payments cannot be made online for these applications.

Payment should be made in pounds sterling.

## Credit/debit card instruction

Applicant's name:

Type of card

MasterCard ☐      Visa ☐      Switch/Maestro or Solo ☐      Visa Electron ☐

Card number:

Security number (the last three numbers shown on your cards signature strip)

Expiry date          Issue No. (Switch/Maestro or Solo)        Valid from date

Total fee £       Cardholder's signature:

Card holder's name:  
(CAPITAL Letters)

Card holder's address and postcode: (CAPITAL Letters)

Card holder's phone number:	
Card holder's email address	