

## **Application for Re-registration of the Birth of a Person born in Northern Ireland before His or Her Parents Marriage**

*Please read the notes before completing the form overleaf*

### LEGITIMATION

1. Under the Legitimacy Acts (Northern Ireland) 1928 to 1961, a child born before his or her parents marriage is legitimated by the subsequent marriage of the parents if the father's domicile at the time of the marriage was in Northern Ireland. The child is not legitimated unless the persons who marry are the natural (that is, actual) parents of the child.

### RE-REGISTRATION

2. Under the Births and Deaths Registration (Northern Ireland) Order 1976, the Register General may authorise at any time the re-registration of the birth of a legitimated child on production to him of satisfactory evidence.

If both parents of a legitimated child are living, it is the duty of both to give information to the Registrar General with a view to the re-registration of the birth of the child; and both parents should accordingly join in making and signing the application on this form.

If either parent is dead, the birth cannot be re-registered unless:

- (a) The name of the father of the child was recorded in the entry of the birth already made, or
- (b) The paternity of the child has been established by an affiliation order or Declaration of Parentage by a court of competent jurisdiction, or
- (c) A declaration of the legitimacy of the child has been made under the Matrimonial and Family Proceedings (Northern Ireland) Order 1989 or any corresponding enactment in force at the date of the declaration in any part of Great Britain.

If one parent is still living, and any one of these conditions is satisfied, that parent has a duty to give information to the Registrar General with a view to the re-registration of the birth.

If neither parent is living, and one of the conditions at (a), (b) or (c) is satisfied, it is advisable that information with a view to re-registration should be furnished to the Registrar General by or on behalf of the person interested.

A re-registration may be carried out at any Registrar's Office in Northern Ireland. Where the parents are not now living in Northern Ireland, the re-registration may be effected by means of a declaration before certain persons authorised to administer oaths.

3. ADDITIONAL INFORMATION WHICH MAY HELP YOU COMPLETE THE QUESTIONS ON PAGES 3 & 4

(a) Careful attention should be given to show the correct spelling of the name(s) and surname of the child. If the child has died, it is possible to register the birth again provided that the child was living at the time of the parent's marriage.

(b) Full details of your occupation should be shown e.g.

If civil servant, please also state Department and grade.

If factory worker or machine operator, please also state type of product firm produces.

If labourer, please state whether general, farm, builder's etc.

(c) The country of father's domicile at the date of his marriage to the child's mother is not necessarily the country in which the child's father is residing at the time of his marriage. Generally speaking the country of domicile of a person is the country in which he has taken up residence with the settled intention of making it his permanent home.

If the father's domicile at the time of the marriage was not in Northern Ireland, the question of whether or not the marriage legitimated the child depends upon the law of the country in which he was then domiciled.

*Where the laws in different parts of the country vary, the part of the country in which he was domiciled should be stated. EXAMPLES – if domiciled in: Ireland, state whether NORTHERN IRELAND or REPUBLIC OF IRELAND; Great Britain, state whether ENGLAND, WALES or SCOTLAND; Canada, name the particular PROVINCE; USA, name the particular STATE.*

(d) Only the natural parents of the child can make application. A step-father, or adoptive father cannot sign the form.

4. In order that the application may be considered without delay, please answer all of the questions on pages 3 and 4. The form should be completed in ink, properly signed and accompanied by the documents asked for. The documents will be taken care of and returned when the application is settled, or sooner if necessary.

**Your application should be processed within 15 working days from the date on which all the relevant and correct information is received in the General Register Office.**

**No fee is payable for re-registration.**

If re-registration is authorised, information will also be given about obtaining new certificates.

Please return to:

The Registrar General, Northern Ireland Statistics and Research Agency, Colby House,  
Stranmillis Court, BELFAST BT9 5RR

Telephone: 0300 200 7890 within UK (+44 300 200 7890 if calling from outside the UK)

**BEFORE COMPLETING THIS FORM PLEASE READ THE NOTES**

Please send the following documents with this application

- 1. Child's birth certificate.
  - 2. Parent's marriage certificate
  - 3. Any documents required by Part F of the form.
- Please note that photocopies are not acceptable.**

REF:

- 4. If either party was previously married:-
  - (i) A certificate of Divorce Decree Absolute, or
  - (ii) A death certificate of former spouse.

GRO are committed to the privacy of data.  
Please see Annex A for full privacy statement

**A. THE CHILD (See Note 3(c) on Page 2)**

- 1. Is the child living?
- 2. Surname by which child is to be known
- 3. Full forenames
- 4. Full address of child's place of birth
- 5. Date of birth (dd/mm/yyyy)

YES  NO


**B. ACTUAL FATHER (See Note 3(c) on Page 2)**

- 1. Surname (in Capitals)
- 2. Full forenames
- 3. Date and place of birth
- 4. Marital Status at time of child's birth
- 5. Present address


Single  Married  Widowed  Divorced

Post Code:	

- 6. Occupation – type of business  
- details of occupation or job title

(If unemployed, last full-time occupation should be given) (See Note 3(b)B on Page 2)

**C. MOTHER**

- 1. Surname (in Capitals)
- 2. Full forenames
- 3. Date and place of birth
- 4. Occupation – type of business  
- details of occupation or job title


(If unemployed, last full-time occupation should be given) (See Note 3(b)B on Page 2)

- 5. Maiden Name
- 6. Any other surname before marriage to actual father
- 7. Marital Status at time of child's birth
- 8. Present address


Single  Married  Widowed  Divorced

Post Code:	

- 9. Daytime telephone number (if any)
- 10. Email address

**D. MARRIAGE OF CHILD'S PARENTS**

- 1. Date of marriage (dd/mm/yyyy)
- 2. Place of marriage

**E. WAS THE FATHER DOMICILED IN NORTHERN IRELAND AT THE DATE OF HIS MARRIAGE TO CHILD'S MOTHER?**

YES  NO

If not, please state in which country the father was domiciled. (See Note 3c on page 2)

**F. COURT ORDERS ETC.**

Please tick appropriate box in relation to all of the questions below:

YES NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| (i) Did the mother obtain a Court Affiliation Order for the support of the child before she married the father? | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Was the paternity of the child otherwise established by a decree of a Court of competent jurisdiction?     | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Has a declaration of parentage or legitimacy been made by the High Court or a County Court?               | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) Has the child been adopted by an order of any Court?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) Has the child been made a Ward of Court?  | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) Has a care order been made in respect of the child?  | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'yes' to any of the above questions, please forward the Order, Decree or Declaration. (Please note photocopies are not acceptable).

**G. REGISTRAR'S OFFICE**

- At which Registrar's Office do you wish to re-register the birth?
- Only one parent is required to attend the Registrar's office to sign the new registration. Please indicate who will be attending **Mother**  **Father**

**NOTE:** Each District Council area is a Registration District and the Registrar's Offices in the main are situated in the 26 District Council Offices.

**H. DECLARATION**

I/We, the undersigned, hereby apply for the re-registration of the birth of the child of whom particulars are given above. I/We testify that the statements made in this application are true.

I, also declare that I am the natural (that is, the actual) father of the child named above.

I, also declare that I am the natural (that is, the actual) mother of the child named above.

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Signature of father

Signature of mother

Date:

Date:

**J. THIS SECTION IS ONLY TO BE COMPLETED WHERE EITHER PARENT OR THE CHILD IS DECEASED**

Name of deceased (actual father or mother)

(send copy of death certificate)

Date of death (dd/mm/yyyy)

Place of death

If the applicant is NOT the actual father or mother, please state:

Full name and surname

Present address

What is your concern in applying for re-registration

Signature:

Date:

## General Register Office Privacy Notice



Data Controller  
Department of Finance  
Clare House  
303 Airport Road  
Belfast  
BT3 9ED

**Data Protection Officer**  
Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast BT4 3SB  
Telephone: (028) 9052 4149  
Email: [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk)

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

### **Why are you processing my personal information?**

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

### **What categories of personal data are you processing?**

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

### **Where do you get my personal data from?**

We obtain personal information directly from you and from other government departments.

### **CCTV**

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

### **Do you share my personal data with anyone else?**

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives

- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

### **Do you transfer my personal data to other countries?**

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

### **How long do you keep my personal data?**

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

### **What rights do I have?**

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk).

Alternatively, you can write to

#### **Data Protection Officer**

Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast  
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

### **How do I complain if I am not happy?**

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

or

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
<https://ico.org.uk/global/contact-us/>