

Application to re-register a birth

(Where parents are not married to each other)

Please complete in CAPITAL letters

Please enclose the child's birth certificate

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

Child

Full name(s) and surname as registered at birth

Is he/she alive?

Yes

No

Date of birth

 / /

Place of birth

Full Forename(s)

Surname

(required on new registration)

Mother

Surname

Full Forename(s)

Date and place of birth

Occupation

- type of business

- details of occupation or job title (if unemployed enter last full-time occupation)

Usual address

Postcode

Is the mother

Single

Married

Widowed

Divorced

Maiden Surname

Surname at marriage

if different from maiden name

Date and place of marriage

Place: Date: / /

Telephone Number (if any)

Natural Father

Surname

Full forename(s)

Date and place of birth

Occupation

- type of business

- details of occupation or job title (if unemployed enter last full-time occupation)

Present Address

Postcode

Telephone Number (if any)

COURT ORDERS – ANSWER ‘YES’ or ‘NO’

If you answer ‘Yes’ to any of the following questions, please send a copy of the Order, Decree or Declaration:-

	Yes	No
Did the Mother obtain a Court Affiliation Order to support the Child?	<input type="checkbox"/>	<input type="checkbox"/>
If ‘No’, was paternity established by a court of competent jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a Declaration of Parentage or Legitimacy been made by the High Court or County court?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Child been adopted by Order of the Court?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Child a Ward of Court?	<input type="checkbox"/>	<input type="checkbox"/>

RE-REGISTRATION

There are Registration Offices in each of the 11 District Council Areas.

At which office do you wish to re-register the birth?

The birth can be re-registered only if both parents go to the Register Office together, or if one parent goes alone and produces either:-

1. a Statutory Declaration of Parentage made by the other parent; **or**
2. a Court Order naming the Child’s Father made under:-
 - (a) Article 7 of the Children (Northern Ireland) Order 1995;
 - (b) Paragraph 2 of Schedule 1 to the Children (Northern Ireland) Order 1995;
 - (c) Section 5A of the Guardianship of Infants Act 1886;
 - (d) The Illegitimate Children (Affiliation Orders) Act (Northern Ireland) 1924;
 - (e) Declaration of Parentage under article 31B of the Matrimonial and Family proceedings (Northern Ireland) Order 1989; **or**

a Parental Responsibility Agreement made by both parents under Article 7 of the Children (Northern Ireland) Order 1995. Please say whether:-

Tick one box

Both parents will go to the Register Office together.

The **Mother** will go on her own and produce a **Declaration by the Father**.

The **Mother** will go on her own and produce a **Court Order**.

The **Mother** will go on her own and produce a **Parental Responsibility Agreement**.

The **Father** will go on his own and produce a **Declaration by the Mother**.

The **Father** will go on his own and produce a **Court Order**.

The **Father** will go on his own and produce a **Parental Responsibility Agreement**.

CAUTION: You are liable to prosecution under Section 4 of the Perjury Act (NI) 1946, if you falsely make:

- a declaration; or
- a statement with the intention of having it put into the Register(s).

DECLARATIONS

We **apply** for the re-registration of the Child’s birth and **declare** that the information given is correct and complete.

I declare that I am the Child’s natural (that is, the actual) father and request that my Name be recorded as the Father.

I declare that I am the Child’s natural (that is, the actual) Mother. I confirm that the person named overleaf is the natural (that is, the actual) Father of the Child and request that his name be recorded as the Father.

Father’s signature: _____

Mother’s signature: _____

Date: _____

Date: _____

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.

Please return to: The Registrar General, Northern Ireland Statistics and Research Agency, Colby House, Stranmillis Court, BELFAST, BT9 5RR. Telephone 0300 200 7890 if calling from within UK or +44 300 200 7890 if calling from outside UK

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

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.

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

or

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