

Application for a Copy of an Entry in the Record of Northern Ireland Connections

CP No.

- * ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL BE RETURNED.
- * *This form should be completed in CAPITAL letters and returned to:*
- * The General Register Office, NISRA, Colby House, Stranmillis Court, Belfast, BT9 5RR.

Office Use

CALL / POST

Mon / Tues / Wed / Thurs / Fri

Section 1 Applicant (Person Applying)

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

Section 2 Details of copy entry required

Please indicate which type of event you are applying for:

 Birth ☐ Death ☐ Marriage ☐ Civil Partnership/Overseas Relationship ☐
Forename(s) Surname Date of Event Country of Event **Section 3 Number of Copies required**Insert Number of copies required **Section 4 Signature** (Must be completed)Your signature

Date

Section 5 Payment (for postal applications only)

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)

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

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.**

FEES:

For the current fees, please visit www.nidirect.gov.uk/gro

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 +44 300 200 7890 (outside UK)
 Website: www.nidirect.gov.uk/gro Email: gro_nisra@finance-ni.gov.uk

Fees and payment methods

Details of fees payable are available in on our website at <https://www.nidirect.gov.uk/articles/record-northern-ireland-connections#toc-1> ; or by contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order. Cheques should be made payable to "The Registrar General". 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. We can also accept payment by credit/debit card or cash at our office.

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

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

Applicants 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 £ Cardholders signature:

 Cardholders name:
 (BLOCK CAPITALS)

Cardholders

Full Address

Telephone No.

Email: