

Application for an Entry to be made in The Record of Northern Ireland Connections

Please read the guidance notes before completing this form.

This form should be completed in CAPITAL letters and returned to:
The Registrar General, NISRA, Colby House, Stranmillis Court, Belfast BT9 5RR.

Official Use Only

Reference No.

Entry No.

Date Registered

1) Applicants Details (person applying)

| | | | |
|---------------------|--|-----------|--|
| Full Name | | | |
| Full Postal Address | | | |
| | | Post Code | |
| Telephone No. | | Email | |

2) Details of Event to be Recorded

Please indicate which type of event you would like to record:

Birth Death Marriage Civil Partnership/Overseas Relationship

| | | | |
|---------------|--|------------------|--|
| Forename(s) | | | |
| Surname | | | |
| Date of Event | | Country of Event | |

3) Details of the Northern Ireland Connection

Please complete **ONE** of the sections below detailing the Northern Ireland connection to the event you wish to record.

A. The person whose birth / death / marriage / civil partnership / overseas relationship is the subject of this application has a parent or grandparent who was born in Northern Ireland:
(Please give details of the parent's or grandparent's birth)

| | | | |
|---------------|--|----------------|--|
| Forename(s) | | | |
| Surname | | | |
| Date of Birth | | Place of Birth | |

OR

GENERAL REGISTER OFFICE (NORTHERN IRELAND)

B. The person whose death / marriage / civil partnership / overseas relationship is the subject of this application was born in Northern Ireland:

(Please give details of the birth)

Forename(s)

Surname

Date of Birth Place of Birth

OR

C. There is an entry in the Record of Northern Ireland Connections relating to one of the parents or grandparents of the person whose birth / death / marriage / civil partnership / overseas relationship is the subject of this application:

(Please give details of the existing event in the Record of Northern Ireland Connections)

Birth Death Marriage Civil Partnership/Overseas Relationship

Forename(s)

Surname

Date of Birth Place of Birth

OR

D. The person whose death / marriage / civil partnership / overseas relationship is the subject of this application was normally resident in Northern Ireland at the following address:

(Please provide address of normal residence)

Full Postal Address

4) Supporting Documentation and Copies Required

The following documentation is required to process the application and must be forwarded with the completed application form. Please check as appropriate:

Original or certified copy of the birth, death, marriage / civil partnership / overseas relationship certificate relating to the event being recorded.

English translation of the information contained in that certificate, (if applicable)

An entry will be made in the Record of Northern Ireland Connections following review of the documentation.

A copy of the entry is included in the cost of the service.

Please indicate if you require any **additional** copies at the cost of £8 each

5) Applicants Signature (must be completed)

Signature Date

APPLICATION FOR AN ENTRY TO BE MADE IN THE RECORD OF NORTHERN IRELAND CONNECTIONS

(Birth/ Death / Marriage / Civil Partnership / Overseas Relationship)

NOTES FOR GUIDANCE

The Record of Northern Ireland Connections (RNIC) is for genealogy / family history purposes only and any copies issued from it are of no legal or evidential value. This form is to be used to apply for the details of a birth, death, marriage, civil partnership or overseas relationship which occurred outside Northern Ireland to be recorded in the Record of Northern Ireland Connections

The event must have already been registered by the civil registration authorities in the country of occurrence. There is no restriction with regards to the country where the event takes place in, this can be a country abroad or England, Wales, Scotland or the Republic of Ireland

What qualifies a birth to be recorded?

- One of the child's parents or grandparents was born in Northern Ireland; or
- There is an entry in the Record of Northern Ireland Connections relating to a parent or grandparent of the child.

What qualifies a death to be recorded?

- The deceased was born in Northern Ireland; or
- A parent or grandparent of the deceased was born in Northern Ireland; or
- There is an entry in the Record of Northern Ireland Connections in respect of a parent or grandparent of the deceased person; or
- The person was normally resident in Northern Ireland, but died outside of Northern Ireland.

What qualifies a marriage to be recorded?

- One of the parties was born in Northern Ireland; or
- A parent or grandparent of one of the parties was born in Northern Ireland; or
- There is an entry in the Record of Northern Ireland Connections relating to a parent or grandparent of one of the parties; or
- One of the parties was normally resident in Northern Ireland but married outside of Northern Ireland

What qualifies a civil partnership or overseas relationship to be recorded?

- One of the parties was born in Northern Ireland; or
- A parent or grandparent of one of the parties was born in Northern Ireland; or
- There is an entry in the Record of Northern Ireland Connections relating to a parent or grandparent of one of the parties; or
- One of the parties was normally resident in Northern Ireland but formed a civil partnership / relationship outside of Northern Ireland.

Entry in the Register

GRO will require the following documentation before an entry can be made in the RNIC:

- An original or certified copy of the certificate recording the event;
- A translation into English of the information contained in that certificate (if applicable).

An entry will be made in the RNIC following review of the documentation. A copy of the entry is included in the cost of the service. An index will be maintained of entries made in the RNIC. It will be possible for customers to carry out a search of these indexes.

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

| | |
|--|--------|
| Application for an entry in the RNIC (includes a copy of the entry) | £40.00 |
| Additional copy if applied for at the time the entry is made | £8.00 |
| Additional copy requested at any other time | £15.00 |
| Search of the RNIC Index | £7.00 |

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: