

CP No.	
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# Civil Partnership Certificate Application (Northern Ireland)

- \* ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED.  
INCOMPLETE APPLICATIONS WILL BE RETURNED.
- \* Please complete Sections 1, 2 & 3 in CAPITAL letters and sign at Part 4.
- \* This form should only be completed for Civil Partnerships that took place in Northern Ireland.

<b>Office Use</b> CALL / POST Mon / Tues / Wed / Thurs / Fri
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## Section 1 Applicant (Person Applying)

(a)	Full name		
	Full postal address		
		Postcode:	
	Daytime telephone no.		
	Email address		

(b) Please give reasons for wanting a certificate: i.e. passport, driving license etc.

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## Section 2 Details of the Parties Involved

### PARTNER 1

(a)	Forename(s)		
	Surname		
	Maiden Surname		

### PARTNER 2

(b)	Forename(s)		
	Surname		
	Maiden Surname		

(c)	Any other Surname before this Partnership	Partner 1	
		Partner 2	

(d)	Place of Civil Partnership		
	Full postal address		

(e)	Date of Civil Partnership			
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## Section 3 Number and Type of Certificate(s) required

STANDARD

STATUTORY

Search Only Letter

(additional copies of the same entry will be charged at the reduced fee)

(Proof from SSA/Education & Library Board required)

(5 year inclusive period)

## Section 4 Signature (Must be completed)

Your signature 

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Date 

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## Section 5 Payment (for postal applications only)

(a) I enclose cheque / postal order / credit/debit card details for (£) 

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 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) Give the reasons the certificate is required i.e. passport, driving licence etc.

*Section 2 Details of Parties whose Certificate is Required*

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

- (Box a) State the forename(s), surname and maiden name (if applicable) of Partner 1.
- (Box b) State the forename(s), surname and maiden name (if applicable) of Partner 2.
- (Box c) State any other surname either partner may have had before the civil partnership.
- (Box d) State the place of civil partnership i.e. Approved Venue, Registrar's Office etc. along with the full postal address of the place of civil partnership.
- (Box e) Insert the date of civil partnership.

*Section 3 Number and Type of Certificate(s) Required*

State the number of certificates required. Additional copies of the same entry will be charged at the 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:* 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'.  
(Box a) 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)

# CIVIL PARTNERSHIP 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 +44 300 200 7890 if calling from outside the UK, if you have a credit/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/articles/ordering-life-event-certificates](http://www.nidirect.gov.uk/articles/ordering-life-event-certificates)

### HOW LONG WILL IT TAKE?

**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 as follows;

**Collection:** **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.**  
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 :** 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/debit card. **Payment from abroad may be made by cheque, international money order or credit/debit 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 current fees, please visit [www.nidirect.gov.uk/gro](http://www.nidirect.gov.uk/gro)

### 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 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/articles/ordering-life-event-certificate](http://www.nidirect.gov.uk/articles/ordering-life-event-certificate)  
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 made payable to "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.

**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 postal 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: