

Stillbirth Certificate Application (Northern Ireland)

CP No.	
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- * ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL BE RETURNED.
- * This form should only be completed for stillbirths that occurred in Northern Ireland.
- * Please complete Sections 1, 2, 3 in CAPITAL letters and sign at Part 4.

Office Use 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 state your relationship to the person whom the certificate relates

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(c) Please give reasons for wanting the certificate:

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Section 2 Details of Person whose Certificate is Required

			Date of Stillbirth	Place of Stillbirth <small>(Hospital Name or Address of Place of Stillbirth)</small>
(a) Details of child	Surname	Forename(s) (if applicable)		
(b) Sex of child	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
(c) Father	Surname	Forename(s)	Maiden Surname	Mother's address <small>(at time of child's birth)</small>
Mother				

Section 3 Number and Type of Certificate(s) required

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

 Search Only letter (5 year inclusive period)

Section 4 Signature (Must be completed)

Your signature

 Date

Section 5 Payment (for postal applications only)

(a) 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)

**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) State your relationship to the person to whom the certificate relates.
- (Box c) Give the reasons the certificate is required

Section 2 Details of Person whose Certificate is Required

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

- (Box a) Give details of the person whose certificate is required. This information is mandatory and should be filled in, if not, it could result in the return of the application form.
- (Box b) State the sex of the child.
- (Box c) Give details of the child's parents.

Section 3 Number and Type of Certificate(s) Required

State the number of certificates required.

Stillbirth Certificate: This shows all details related to the stillbirth including place of birth, mother's and father's names, mother's maiden name and the residence at the time of birth.

Additional Copies: Where two or more certified copies of the same entry are applied for at the same time, the first copy will be charged at the full rate and any additional copies at a reduced fee.

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
(Box a) 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'. 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**

STILLBIRTH 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

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:
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/articles/ordering-life-event-certificates
Email: 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-certificates; 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.

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

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 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: