NOT TO BE FILLED IN BY APPLICANT For Office Use Only

Birth

First sea					Check search Result					
				9						
Notes										
Entry to	be offer	ed			Action tak	ren				
Fees										
Number	l			PP FORM shier/		<u>REFUND</u> Refund Schedule No	0			
	Full	£		mpleted by	Date					
	Short	£	Ch	ecked by	Date					
	Stat Priority	£	Sta	amped by	Date		Date			
	Other	£								
ТОТ	AL DUE	£								
TOTAL	REC'D									
GRAND TOTAL		£								
Refunds / retai fees / postage		£								

BIRTH CERTIFICATE APPLICATION NOTES FOR GUIDANCE

HOW DO I APPLY?

 \bowtie

In Person: By taking your application form to the General Register Office. The office is open

Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office

opens at 10am) (Closed Public, Bank and NI Government Holidays).

By forwarding the application form and fee to: By Post:

The General Register Office

Oxford House

49-55 Chichester Street **BELFAST BT1 4HL**

By Telephone: By telephoning 0300 200 7890 if calling from within the UK or on 028 9151 3101 if

calling from outside the UK if you have a credit or 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

By Fax: On a standard application form to 028 9025 2120.

HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES

WILL BE ISSUED BY SECOND CLASS POST)

Personal Applications: Ready for collection or posting out on the **THIRD** working day after receipt of the application.

Telephone Applications: Processed within **FIVE** working days of the application being received, or on request can

be collected on the **THIRD** working day.

Postal/Online/Fax: Processed within **FIVE** working days of the application being received.

Priority Applications: Personal applications are ready within **one** hour, if an extra fee is paid in

> addition to the cost of the certificate. Priority applications received by post, telephone or online will be issued by first class mail, on the day of receipt or telephone applicants

requesting collection within one hour.

Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or online, and 3.15pm for personal callers and telephone applicants requesting collection at the counter.

HOW DO I PAY?

Personal Applications: You can pay by cash, cheque postal order or credit card.

Postal Applications: 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.

Telephone/Online/

Fax Applications: You can pay by using a valid Maestro, Visa or Mastercard.

> FEES: Please see certificate fees leaflet GRO384

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.

HELPFUL HINTS

- We cannot supply copies of Birth Certificates registered outside Northern Ireland;
- Please complete the address panel overleaf. This is where we will send the certificate:
- Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to'The Registrar General.

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, 49-55 Chichester Street, Belfast BT1 4HL.

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) 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 if you are applying for your own certificate, if not, please go to Box c. (Box c) State your relationship to the person to whom the certificate relates. (Box d) Give the reasons the certificate is required ie passport, driving licence etc. 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) Give details of the person's parents. State if the person is adopted. If you require a certificate, please fill in a birth certificate (Box c) application form for an adopted child. Section 3 Number and Type of Certificate(s) Required State the number of full, short or statutory birth certificates required. **Full Birth Certificate:** This shows all details related to the birth including place of birth, mother's and father's names, mother's maiden name and the residence at the time of birth. This shows only the surname, name, date of birth and (in most cases) the district of birth. **Short Birth Certificate:** Such a certificate is generally accepted for purposes for which evidence of age only is required. **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. **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 Sianature Please sign and date the form whether or not you are paying by credit card. Section 5 **Payment** (Box a) Indicate your method of payment - cash (if applying in person) cheque, postal order. 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. (Box b) Complete this section if you are paying by credit card.

Postcode:

CUSTOMER

								CP No.			
B	irth C	ertifica	ite A	pplica	ntion (North	nern	relar	nd)		
* This form should only be completed for persons born in Northern Ireland. * For the certificate of an adopted child, please complete an Adopted Child Application form.									ffice Use		
	·	oplicant (Pe		•							
(a)	•	Full name		. , ,					7		
` ,	Full po	Full postal address								s of	
			Postcode						For purpose detection and	ıd	
Daytime telephone no. email address									prevention of information		
(b)		plying for your o	wn certifica	ate?	Yes No				to this appli	cation	
(c)	•	se state your rela					es		may be pass		
(d)	Please give	e reasons for wa	nting a cer	tificate: ie pa	ssport, drivin	g license etc) <u>.</u>		or Law Enfo	rcemei	
0 -		-1-'1611				•			Place of B	irth	
Se	Ction 2 D	etails of the	-			s require		of Disth	(Hospital Name o	r Addr	
(a)	Details of	Surname at I	BIRTIN		Forename(s)		Date	of Birth	of Place of E	olfui)	
	person										
	Apart from	a married name Surname	•		fferent surnai Forename(s)	ne, if so, ple	ease state				
(b)	Father	Camana			i oronamo(o)		Maiden S	urname	Mother's Ad (at time of child	dress I's birth	
	Mother										
(c)	Is the perso	on named in sect	tion 2(a) A	dopted?	Yes No						
Se	ction 3 N	umber and i	Type of t	Certificate	e(s) requii	red					
Fl	JLL	s	HORT		STATUT				arch Only letter year period)		
will	ditional copies of the	duced fee)			& Library Bo	SSA/Education Land required)		(3)	real pellou) —		
		ignature (Mus	t be comple	ted)] [
YOU	ur signatı	ire						Date			
Se	ction 5 Pa	ayment									
(a)	l enclose c	ash (if applying i leque / postal or	in der for		made paya	able to R GENERAL			cations please encl funds cannot be m		
(b)	or debit my					III GENELIJAE.		001 100 43 101		uuo.,	
	Maestro Visa	by	È	card no.					Issue Number (Maestro only)		
(5)	Mastercard	ı 🗌			e (CAPITAL le	iters)					
(Plea	ase tick appro	priate box)							expiry date		
Pleas	se return to:	The Registrar	r General, O	xford House, 4	9/55 Chicheste	r Street, Belfa	st BT1 4HL.				
		N	ame:						LEASE FILL IN YOU ND FULL POSTAL AI		
		Add	ress:					0	N THE STICKER, TO S IN SENDING OUT	ASSIST	

Name: Address:

CERTIFICATE PROMPTLY.

IF YOU HAVE FURTHER OUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM. PLEASE CONTACT THE GENERAL REGISTER OFFICE ON THE TELEPHONE NUMBER LISTED OVERLEAF. OR EMAIL gro.nisra@dfpni.gov.uk