

Birth 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 persons born in Northern Ireland.
- * For the certificate of an adopted child, please complete an Adopted Child Application form.
- * 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	

GRO are committed to the privacy of data. Please see Annex A for full privacy statement

(b) Are you applying for your own certificate? Yes No

(c) If No, please state your relationship to the person whom the certificate relates

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

Section 2 Details of the person whose Certificate is required

	Surname at Birth	Forename(s)	Date of Birth	Place of Birth (Hospital Name or Address of Place of Birth)
(a) Details of person				

Apart from a married name, have you ever had a different surname, if so, please state

	Surname	Forename(s)	Maiden Surname	Mother's address (at time of child's birth)
(b) Father				
Mother				
(c) Is the person named in section 2(a) Adopted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Section 3 Number and Type of Certificate(s) required

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

SHORT (Proof from SSA/Education & Library Board required)

STATUTORY

Search Only letter (5 year 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)

For purposes of detection and prevention of crime, information relating to this application may be passed on to other Government and approved agencies.

**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 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 i.e. 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.
- (Box c)** State if the person is adopted. If you require a certificate, please fill in a birth certificate 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.

Short Birth Certificate: This shows only the surname, name, date of birth and (in most cases) the district of birth. 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 *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**

BIRTH 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 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

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.**

By Telephone/Online: You can pay by using a valid Maestro, Visa or Mastercard.

FEES: For the current fees, please visit 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 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(0)28 9151 3101 (outside UK)
Website: www.nidirect.gov.uk Email: gro_nisra@finance-ni.gov.uk

Fees and payment methods

Details of fees payable are available on www.nidirect.gov.uk; or
By contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order. 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 these applications.

Payment should be made in pounds sterling.

Credit/debit card instruction

Applicant's 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 £ Cardholder's signature:

Card holder's name:
(CAPITAL Letters)

Card holder's address and postcode: (CAPITAL Letters)

Card holder's phone number:
Card holder's email address

General Register Office Privacy Notice



Data Controller
Department of Finance
Clare House
303 Airport Road
Belfast
BT3 9ED

Data Protection Officer
Information Management Unit
Room 26, Dundonald House
Stormont Estate
Upper Newtownards Road
Belfast, BT4 3SB
Email: DataProtectionOfficer@finance-ni.gov.uk

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

Why are you processing my personal information?

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

What categories of personal data are you processing?

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

Where do you get my personal data from?

We obtain personal information directly from you and from other government departments.

Do you share my personal data with anyone else?

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives
- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our [Departmental guidance on data sharing](#) provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

Do you transfer my personal data to other countries?

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

How long do you keep my personal data?

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the [DoF Retention and Disposal Schedule](#), after which time it will be destroyed securely.

What rights do I have?

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at DataProtectionOfficer@finance-ni.gov.uk.

Alternatively, you can write to
Data Protection Officer
Information Management Unit
Room 26, Dundonald House
Stormont Estate
Upper Newtownards Road
Belfast
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

How do I complain if I am not happy?

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

casework@ico.org.uk

or

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>