

# REGISTRATION OF A BIRTH

## 4. Details of Informant (Name and Address of person registering the birth)

Forename(s)			
Surname			
Relationship to Child			
Address including Post Code			
Home Tel No.		Work Tel No.	
Mobile No.		Email	

## 4(b). Details of Second Informant (in the case of a joint registration of the birth)

Forename(s)			
Surname			
Relationship to Child			
Address including Post Code			
Home Tel No.		Work Tel No.	
Mobile No.		Email	

## 5. Declaration

\* I/We confirm that the information given on this form is correct.

Informant Signature(s) .....

**Please note:** The Registrar will complete the registration with the details you have provided on this form. You will then be asked to check and sign the registration.

**The registration is the legal record of the birth and you should only sign when you are satisfied that the details are correct.**

**THIS FORM ONCE COMPLETED SHOULD BE TAKEN TO ANY DISTRICT REGISTRAR'S OFFICE IN NORTHERN IRELAND.**

For a list of offices and their opening times please see [www.nidirect.gov.uk](http://www.nidirect.gov.uk) or Yellow Pages under Registration of Births, Deaths and Marriages.

# REGISTRATION OF A BIRTH NOTES FOR GUIDANCE

## Why register a birth?

- By law all births occurring in Northern Ireland must be registered. You will require proof of the birth for various purposes including claiming child benefit and registering your baby with a doctor. A birth must be registered within 42 days of the date of birth.
- **You should ensure that the Name(s) and Surname of the child are those by which the child is to be known.**

## Who can register the birth?

- \*the father **or** mother (if married to each other);
- \*the father **and** mother (if unmarried);
- a grandmother, grandfather, aunt or uncle of the baby who has knowledge of the birth;
- the occupier of the premises in which the baby was born (this includes the matron, governor, superintendent or chief officer)
- any person present at the birth
- any person having charge of the child

In the case of a child born to parents who are not married to each other, please see the section **How do we jointly register the birth?** or ask the Registrar for advice.

## Where can the birth be registered?

- any District Registrar's office in Northern Ireland.

Registrar's addresses and telephone numbers can be found at [www.nidirect.gov.uk](http://www.nidirect.gov.uk). They can also be found in the telephone book and Yellow Pages under Registration of Births, Deaths and Marriages.

## What will the registrar give you?

Once the registration is completed, the Registrar will issue the following forms:-

- one free short birth certificate will be issued automatically at the time of registration
- an infant Registration Form HS123 to register with the family doctor and obtain a medical card.

## What is the purpose of registration?

The records provide positive information about individuals and are used for many legal and administrative purposes (for example: National Insurance, Education, Transfer of Property, Employment, Obtaining a Passport, etc.)

They provide valuable statistics (for example: Fertility Rates, Population Estimates, etc). The statistics are published yearly in the Registrar General Annual Report.

Information collected on this form is used for the preparation and supply of statistical information (for example: Fertility Rates, Population Estimates, etc). published yearly in the Registrar General Annual Report. Some of the information is strictly confidential and does not appear on the birth certificate.

Also for purposes of detection and prevention of crime, information collected may be passed onto other Government and Law Enforcement Agencies.

\*In the case of a child who has a parent by virtue of Section 42 or 43 of the Human Fertilisation and Embryology Act 2008, the reference to the father of the child are to be read as references to the woman who is a parent by virtue of that section.

# JOINTLY REGISTERING YOUR BABY’S BIRTH

## IMPORTANT NOTES FOR UNMARRIED PARENTS

### Who is responsible for children?

Married parents are both responsible in law for their children. They both have parental responsibility. Unmarried parents do not both have parental responsibility. Unmarried mothers have it automatically. Unmarried fathers can get parental responsibility, simply by jointly registering the birth of the child with the mother or by making a parental responsibility agreement with the child’s mother and registering it with the Office of Care and Protection at the High Court in Belfast or by getting a Court Order.

### How do we jointly register the birth?

The three most common ways are:

1. **The mother and father together** can ask the Registrar to record both their names on the birth certificate. Then the mother and father each sign the register, in the other’s presence; or
2. **The mother** can ask the Registrar to put the father’s name on the birth certificate. She has to fill in a Declaration form saying that this person is the baby’s father. The Registrar will only put the father’s name on if the father fills in and signs a Declaration form which must be witnessed by a relevant person. The Registrar can give you the forms and advice; or
3. **The father** can ask the Registrar to put his name on the birth certificate. He has to fill in a Declaration form saying that he is the baby’s father. The Registrar will only put the father’s name on if the mother also fills in and signs a Declaration form. The Registrar can give you the forms.

### What is parental responsibility?

The law says that parental responsibility is “all the rights, duties, powers, responsibility and authority which, by law, a parent of a child has in relation to the child and his property”. It enables you to look after your children and do everything they need for their well-being.

It gives you the right to make important decisions about your child’s life - like who they should live with, or where they should go to school. It means you are the person who consents to medical treatment for your child. There is no complete list of decisions that someone with parental responsibility can take for a child, because so many different decisions can come up.

Even if you don’t have parental responsibility for your child, the law says you have to help pay for their upbringing. (For more information visit the website [www.nidirect.gov.uk](http://www.nidirect.gov.uk)).

### What about my other children?

The law only applies to children born on or after 15 April 2002. If you are an unmarried father and want to get parental responsibility for your older children, you can:

- Make a parental responsibility agreement with the child’s mother and register it with the Office of Care and Protection at the High Court in Belfast.
- Get a Court Order.

### What if I’m not sure?

You don’t have to jointly register your child’s birth and both parents have to agree. Some people don’t want to. An unmarried mother may register the birth on her own without providing details of the father.

If you aren’t sure about joint registration after reading this leaflet, don’t just go ahead. Tell the Registrar you need a few days to think about it. You could also talk to a Solicitor about anything that is worrying you, or contact other organisations offering support and advice to parents.

# REGISTRATION OF A BIRTH

Please read the guidance notes before  
Completing sections 1 to 4

This form should be completed in  
CAPITAL Letters and handed to the  
Registrar.

Postal Applications cannot be  
accepted.

Official Use Only	
Entry No:	U20 ____/____/____
Date Registered:	____/____/20____
Stamp No.’s	_____
No. of Certs.	NBC____ FBC____ SBC____
Amount Trd: £	_____
Signed:	_____

## PLEASE NOTE - CHANGING A BIRTH REGISTRATION ONCE COMPLETED IS A COMPLEX PROCEDURE

### 1. Details of Child

Forename 1			Forename 2		
Other Forenames					
Surname					
Sex of Child					
Date of Birth	____/____/____		Place of Birth		
Multiple Birth	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes please state time of birth		

### 2. Details of Mother

Forename(s)					
Surname					
Maiden Surname					
Previously Married	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Surname at Marriage (if different from maiden surname)					
Date of Birth	____/____/____		Place of Birth		
Place of Current Marriage			Date of Current Marriage	____/____/____	
Occupation					
No. of Previous Live Born			No. of Previous Stillborn		
Address including Post Code					
Home Tel. No.			Work Tel. No.		
Mobile No.			Email		

### 3. Details of Father

Forename(s)					
Surname					
Date of Birth	____/____/____		Place of Birth		
Occupation					
Address including Post Code					
Home Tel. No.			Work Tel. No.		
Mobile No.			Email		