

APPLICATION FOR A BIRTH CERTIFICATE

PLEASE READ THE NOTES OVERLEAF before completing this form

IF THE PERSON IS ADOPTED PLEASE SEE OVERLEAF

FOR REGISTER OFFICE USE ONLY

Register No. Entry No. Certificate No.

Date of Issue

TO THE REGISTRATION OFFICER HAVING CUSTODY OF THE REGISTER

1 TO BE COMPLETED BY THE PERSON APPLYING FOR THE CERTIFICATE

Your full name: Mr
Mrs
Miss/Ms (STATE NAME IN FULL)

Your postal address:

..... Post Code: Telephone No:

2 It would help us if you would state the purpose for which the certificate is required

3 Are you applying for your own birth certificate?
Yes / No
If not please state your relationship to the person:
.....

4 DETAILS OF BIRTH CERTIFICATE REQUIRED

FULL NAME AT BIRTH

FORENAME(S)

SURNAME

DATE OF BIRTH

Day

Month

Year

PLACE OF BIRTH (full address or name of hospital)

FATHER'S FULL NAME

FORENAME(S)

SURNAME

MOTHER'S FULL NAME

FORENAME(S)

SURNAME

MAIDEN NAME

5 REQUIREMENTS (for information about the types of certificate available see overleaf)

A. STANDARD BIRTH CERTIFICATE £

I require standard birth certificate(s)
NUMBER

B. SHORT BIRTH CERTIFICATE £

I require standard birth certificate(s)
NUMBER

C. BIRTH CERTIFICATE for certain statutory purposes £

I require a birth certificate for each undermentioned purpose against which I have placed a tick (✓)

SOCIAL SECURITY (ADMINISTRATION) ACT

EDUCATION ACT

FACTORIES ACT

GOVERNMENT ANNUITIES

WAR OR NATIONAL SAVINGS CERTIFICATES

NATIONAL SAVINGS BANK

PREMIUM SAVINGS BONDS

SAVINGS CONTRACTS

6

Signature: Date:

* "Parent" means the mother's female partner who under the Human Fertilisation and Embryology Act 2008 is to be treated as a parent of the child.

INFORMATION ABOUT BIRTH CERTIFICATES

STANDARD CERTIFICATES

This is a full copy of the birth entry and includes particulars of parentage and registration.

SHORT CERTIFICATES

A short certificate shows only the name and surname, sex, date of birth and district of birth. You are required to state the precise date and place of birth and the full name and surname of the person whose certificate is sought, with (as exactly as possible) the names and surnames of the parents and the mother's maiden surname. If you require a short birth certificate and are able to give full details please complete the form overleaf. Unless the full particulars are given a short certificate may not be supplied.

CERTIFICATES FOR SPECIFIC PURPOSES

Certificates for specific statutory purposes (eg Social Security) are also available. If you have been asked to obtain such a certificate please place a tick in the appropriate box at 5C overleaf.

INFORMATION ABOUT ADOPTION CERTIFICATES

Records of adoptions in England and Wales are held by the Registrar General. These relate to persons who have been adopted since 1 January 1927 under the Adoption Acts. A standard certificate is a full copy of the entry in the Adopted Children Register which, instead of particulars of parentage and birth registration, gives the date of birth (if known) and particulars of the adoption and adoptive parents. A short certificate shows only the name and bears no reference to adoption. Applications for Adoptions Certificates should be made in writing to Adoptions Section, Office for National Statistics, Smedley Hydro, Birkdale, Southport, PR8 2HH. **DO NOT USE THIS FORM FOR THAT PURPOSE.**

POSTAL APPLICATIONS

This application form should be sent to the Superintendent Registrar of the district where the birth occurred:

If you apply for a certificate by post from either of the offices in Kirklees please complete this form and enclose a stamped addressed envelope, also please provide us with the best contact number to take the fee over the phone. Information about the cost of the certificates may be obtained from the register office, or you can visit our website www.kirklees.gov.uk for further information.

Dewsbury Register Office
The Town Hall
Dewsbury
WF12 8DG
Tel: 01924 324733

Huddersfield Register Office
The Town Hall
Huddersfield
HD1 2TA
Tel: 01484 221030

DO NOT use this form for making applications to the REGISTRAR GENERAL.

For the purpose of detection and prevention of crime, information relating to this application may be passed to other government departments or law enforcement agencies.

SEARCHES OF BIRTH INDEXES

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the birth index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the birth registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.