

# APPLICATION FOR A BIRTH CERTIFICATE

PLEASE READ THE NOTES ON NEXT PAGE before completing this form

## FOR REGISTER OFFICE USE ONLY

Register No.      Entry No.      Certificate No.

Date of Issue

IF THE PERSON IS ADOPTED PLEASE SEEK ADVICE BY TELEPHONE FROM THE REGISTER OFFICE.

### 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: .....Daytime Telephone: .....

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

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 SURNAME

#### REQUIREMENTS (for information about the types of certificate available see next page)

##### A. STANDARD BIRTH CERTIFICATE      £10.00

I require ..... standard birth certificate(s)  
NUMBER

##### B. SHORT BIRTH CERTIFICATE      £10.00

I require ..... short birth certificate(s)  
NUMBER

6  
Signature .....

Date.....

(POSTAL APPLICATIONS ONLY) I enclose a cheque/postal order for £..... made payable to "LEICESTERSHIRE COUNTY COUNCIL" and crossed "/& Co/" together with a stamped addressed envelope.

## 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.

## 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 Adoptions 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

If you apply by post please complete this form and enclose a stamped address envelope and the appropriate fee in sterling. Cost of certificates is indicated overleaf or may be obtained from any Register Office. All remittances should be made payable to "**LEICESTERSHIRE COUNTY COUNCIL**" (for applications to this office) and crossed "/&Co/". **DO NOT SEND CASH.**

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

**For births in Leicestershire  
(but not in Leicester)  
the address is:**

LEICESTERSHIRE REGISTRATION SERVICE  
COUNTY HALL  
LEICESTER ROAD  
GLENFIELD  
LEICESTER  
LE3 8RN

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

## 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. The cost of checking the first eight references is covered by the GENERAL SEARCH fee, but an additional charge will be made for each subsequent reference checked unless a certificate is issued from the entry, in which case the certificate fee only will be payable.

## Guidance for Applying for a Copy Certificate

Please complete all sections on the application form (except for Section 5c for birth certificates and Section 5b for death certificates).  
Return it with a cheque/postal order payable to 'Leicestershire County Council' and a Stamped Self Addressed Envelope to

County Register Office  
County Hall  
Leicester Road  
Glenfield  
Leicester  
LE3 8RN.

Please DO NOT send cash.

Please allow 3 to 5 working days for delivery from receipt of request.

### Please note

- We cannot undertake searches for a given event without a formal application accompanied by the relevant fee.
- Leicestershire Registration Service can only issue a copy certificate if the birth/marriage/death/civil partnership occurred and was registered in the County of Leicestershire.
- For events that occurred within the City of Leicester you should contact Leicester City Council on 0845 045 0901 or if outside of Leicestershire you should contact the relevant Local Authority.
- Upon receipt of an application in the event that Leicestershire Registration Service did not issue the original certificate your payment will be returned to you and you will be given details of the relevant authority.

### Certificate Costs

#### Birth

Standard Certificate	<b>£10.00</b>
Short Certificate	<b>£10.00</b>

Please note many organisations such as the Identity & Passport Service do not accept short birth certificates.

#### Marriage

Standard Certificate	<b>£10.00</b>
----------------------	---------------

#### Death

Standard Certificate	<b>£10.00</b>
----------------------	---------------

#### Civil Partnership

Standard Certificate	<b>£10.00</b>
Extract Certificate	<b>£10.00</b>