

**APPLICATION FOR A
CIVIL PARTNERSHIP CERTIFICATE**
PLEASE READ THE NOTES OVERLEAF BEFORE
COMPLETING THIS FORM

**FOR REGISTRATION
AUTHORITY USE ONLY**

Entry No	Cert No	Date of Issue
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1 APPLICANT

Name of Applicant Mr
Mrs
Miss/Ms (State name in full)

Full postal address

Postcode Telephone no

2 Are you applying for your own civil partnership certificate? YES/NO If not please state your relationship to the person to whom the certificate relates
.....

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

4 DETAILS OF CIVIL PARTNERSHIP CERTIFICATE REQUIRED

Name of civil partner

Name of civil partner

Address at the time of the civil partnership registration

Address at the time of the civil partnership registration

Place of the civil partnership registration

Date of the civil partnership registration

5 REQUIREMENTS

Civil Partnership Certificates £ 10.00 I require Full certificate(s)
I require Extract(s)

6 REMITTANCE ENCLOSED (Postal Applications only)

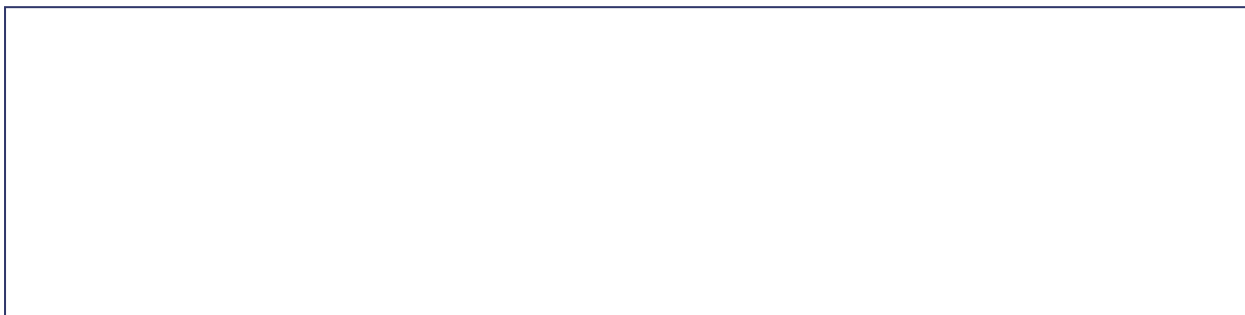
I enclose a cheque/postal order for £

7
Signature Date

POSTAL APPLICATIONS

If you apply by post please complete this form and enclose a stamped self addressed envelope and the appropriate fee in sterling. Information about the cost of certificates may be obtained from any registration authority. . All remittances should be made payable to Leicestershire County Council and crossed “/ & Co/”. **PLEASE DO NOT SENT CASH.**

This application form should be sent to the registration authority of the area where the civil partnership was registered.



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

TYPES OF CERTIFICATE

There are two types of certificate. The full certificate shows all the information contained in the civil partnership record, including the addresses for the civil partners at the time the civil partnership was registered. The extract certificate does not show these addresses.

INFORMATION NEEDED

The details of both civil partners and the date and place where their civil partnership was registered should be provided in box 4 overleaf.

For a full certificate, the details provided must also include the full addresses of both civil partners at the time their civil partnership was registered.

If the addresses are not provided in box 4, an extract certificate will be issued.

If a full certificate is required and the full addresses of both civil partners cannot be provided, an application may be made to the Registrar General with the reasons. The Registrar General may authorise the issue of a full certificate if satisfied that it would be reasonable to do so.

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 **£10.00**

Short Certificate **£10.00**

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

Marriage

Standard Certificate **£10.00**

Death

Standard Certificate **£10.00**

Civil Partnership

Standard Certificate **£10.00**

Extract Certificate **£10.00**