NOT TO BE FILLED IN BY APPLICANT For Office Use Only

Date

Check search

Action taken

Result

By

Birth

Date

BIRTH CERTIFICATE APPLICATION FOR ADOPTED CHILDREN **NOTES FOR GUIDANCE** HOW DO I APPLY?

By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank and NI Government Holidays).

The General Register Office Oxford House **49-55 Chichester Street BELFAST BT1 4HL**

In Person :

By Post :

By Telephone :

Online :

By Fax :

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Personal Applications :

Telephone Applications :

Postal/Online/Fax :

Priority Applications :

HOW DO I PAY?

Personal Applications :

Postal Applications :

Telephone/Online/

Fax Applications:

number and expiry date. www.nidirect.gov.uk

On a standard application form to 028 9025 2120

Ready for collection or posting out on the THIRD working day after receipt of the application. Processed within FIVE working days of the application being received, or on request can be collected on the THIRD working day.

Processed within FIVE working days of the application being received.

applicants requesting collection within one hour.

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.

Please see certificate fees leaflet GRO 384.

CAN I OBTAIN A REDUCED FEE CERTIFICATE?

FEES:

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.

- **HELPFUL HINTS**
- .

 - years either side of the date supplied;

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, 49-55 Chichester Street, Belfast BT1 4HL.

APP FORM Cashier/ Completed by Date Checked by Date Stamped by Date

TOTAL	REC'D

Full

Short

Stat

Other

TOTAL DUE £

Priority £

£

£

£

£

£

£

£

Entry to be offered

GRAND TOTAL

First search

Result

Notes

By

TOTAL DUE

Fees

Number

Refunds / retained fees / postage

REFUND Refund Schedule No ... Received by Cashier Date RECEIPT

By forwarding the application form and fee to :

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

HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CIRCUMSTANCES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

Personal applications are ready within **one** hour, if an extra fee is paid in

addition to the cost of the certificate. Priority applications received by post, telephone or via the internet will be issued by first class mail, on the day of receipt or telephone

Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or internet, and 3.15pm for personal callers and telephone applicants requesting collection at the counter.

You can pay by cash, cheque postal order or credit card.

You can pay by using a valid Maestro. Visa or Mastercard.

We cannot supply copies of Adoption Certificates registered outside Northern Ireland;

Please complete the address panel overleaf. This is where we will send the certificate; Please include the year of the event. If there is insufficient information we will search two

Please include the appropriate fee. We cannot process your application unless the correct fee is received - cheques or postal orders should be made payable to 'The Registrar General'.

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)

- Insert the full name of the person applying for the certificate and the address to which the (Box a) 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.
- Give the reasons the certificate is required ie passport, driving licence etc. (Box d)

Section 2 Details of Adopted Person whose Certificate is Required Failure to provide full information may prevent GRO from being able to issue information/certificate you have requested.

- Give details of the adopted person whose certificate is required. (Box a)
- (Box b) Give details of the person's adopted parents.
- Give the name of the Court which made the order and the date it was made if known. (Box c)

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 adoptive name and surname, country of birth, adoptive parent's names, address and occupation, date of adoption order and description of court by which the order was made. Short Birth Certificate: This shows only the adoptive surname, name, date of birth and the district/place 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 fee and any additional copies at a reduced fee.

A letter issued by the Social Security Agency/Education and Library Board is required. **Statutory Certificate:** NB. These certificates may only be used for the purposes provided.

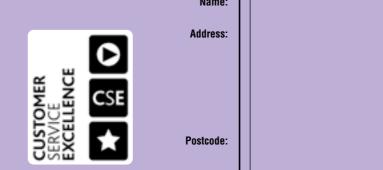
Signature Section 4

Please sign and date the form whether or not you are paying by credit card.

Section 5	Payment	
	(Box a)	Indicate your method of payment - cash (if applying in person) cheque, postal order. 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.
	(Box b)	Complete this section if you are paying by credit card.

IF YOU HAVE ANY 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@dfpni.gov.uk

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C)	Are you ap If No, plea	mail address plying for you se state your r e reasons for y	relationsh	ip to the pers		n the certifi				to this application may be passed on t other Government or Law Enforcement Agencies.
		ertificates	/ Sear		Adopte	d Childre		•		uary 1931 only)
	Adopted	Surnam	e		Fore	name(s)		Date	of Birth	
b)	person Name of Adopters	Father Mother		Surname			Forename	e(s)		
	Adoption Order	Name of Cou	rt which n	nade the orde	er Date	e of order]			
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You	r signati	ure							Date	
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lease	e return to:	The Regist	trar Genera	I, Oxford Hou	se, 49/55	Chichester S	treet, Belfast f	3T1 4HL.	ŀ	PLEASE FILL IN YOUR NAME ND FULL POSTAL ADDRESS ON THE STICKER, TO ASSIST
			Address:							IS IN SENDING OUT YOUR



GRO 40A