

# Applying for a certificate

## Applying for a certificate

If the event occurred within the Royal Borough and you would like to obtain a certified copy of a certificate from this office then you have three options:

### Application online

- [Birth certificate application form](#) [1]
- [Death certificate application form](#) [2]
- [Marriage certificate application form](#) [3]
- [Civil partnership certificate application form](#) [4]

If you use the links above to complete the application form online, one of our staff will contact you within five working days to take the appropriate fee by credit/debit card. Please note: we are not able to accept American Express.

### Application in person

You may pay by cash or credit/debit card here at the Kensington and Chelsea Register Office. Please note: we are not able to accept American Express. Our opening hours for applications in person are 9am - 3.30pm Monday to Friday. With a standard application, certificates will be available for collection or posting at 9am the next working day. If you have an urgent application, we have a [same day service](#) [5] whereby certificates may be collected within one hour of ordering upon payment of an additional search fee of £15.00

### Application by post

If your application is made from within the UK then you should enclose a letter/application form containing all the relevant details, a postal order made payable to 'R.B.K.& C.' and a stamped addressed envelope. Please do not send cash by post. If you are applying by post from outside the UK then you may only pay by international money order, in pounds sterling, made payable to 'R.B.K.& C.' Please note: we are no longer able to accept cheques.

You may find downloadable versions of our application forms below:

- [birth certificate application form](#) [6] [PDF] (file size 90Kb)
- [death certificate application form](#) [7] [PDF] (file size 86Kb)
- [marriage certificate application form](#) [8] [PDF] (file size 87Kb)
- [civil partnership certificate application form](#) [9] [PDF] (file size 76Kb)

## Fees

Certificate	Fee
Birth, Death, Marriage and Civil Partnership Certificates (when issued on the day of registration)	£4.00
Short Birth Certificates (when issued after the day of registration but from a register currently in use*)	£7.00



Standard Birth, Death and Marriage Certificates (when issued after the day of registration but from a register currently in use*)	£7.00
Short Birth Certificates (when issued from a vault deposited register**)	£10.00
Standard Birth, Death and Marriage Certificates (when issued from a vault deposited register**)	£10.00
Civil Partnership Certificates (when issued after the date of registration)	£10.00
Same day service fee (for a certificate from a register currently in use*)	£22.00

*This fee incorporates a priority fee of £15.00 and **one** copy of the certificate at £7.00. The certificate will be made available for you to collect within 30 minutes of making payment.*

Same day service fee (for a certificate from a vault deposited register**)	£25.00
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*This fee incorporates a priority fee of £15.00 and **one** copy of the certificate at £10.00. The certificate will be made available for you to collect within 30 minutes of making payment.*

\* As a rule of thumb only the most recent events are recorded in current registers registers that are currently in use. \*\*All other events will be recorded in registers that have been completed and archived deposited (archived) in the vaults. If you are in doubt as to which fee will apply to your application then please feel free to contact this office and a member of staff will be happy to advise you.

The full postal address for all correspondence and applications is:

The Kensington and Chelsea Register Office  
Chelsea Old Town Hall  
Kings Road  
Chelsea  
London SW3 5EE

### PLEASE NOTE

We are only able to supply a copy of a birth, death, marriage or civil partnership certificate if the event occurred within the Royal Borough of Kensington and Chelsea on or after the 1 July 1837. Please remember that the Registration Service has been in operation since 1837 and over the years the boundaries of the Royal Borough have changed.

What may have been part of the district of Chelsea in 1849, may now be located in the Hammersmith and Fulham or Westminster districts and vice-versa.

When any boundary changes occurred, the relevant registers were transferred to the new district. It may be worth noting that although our staff will try their hardest to locate the entry, all of our searches have to be done manually and we cannot always guarantee to find the record you are looking for.

If the event occurred in London but not here in the Royal Borough then you should check the contact details of all the [Register Offices within the Greater London Area](#) [10]. If the event occurred elsewhere in England or Wales then you will either need to apply directly to the Register Office for that area or to the General Register Office.

**To help us process your application as quickly as possible:**

## **Give us as much information as possible**

The more information you give us about the register entry of which you need a copy, the better. Please note that General Register Office references are different to those held locally, and applications quoting the GRO reference will be returned unsearched.

However we cannot undertake searches of an indefinite or protracted nature. Usually a search in the index, covering a period not exceeding five years, will be made but only where accurate details of the particular registration have been given. If a wider search is required it may be necessary for you to undertake a [General Search](#) [11] here at the Chelsea Register Office.

## **Send separate postal orders for multiple certificate requests**

If you are making applications for multiple certificates (for example, one birth and two marriage certificates) then it will speed the administration if you can include a separate postal order for each and every application. If we are unable to find an entry we will return your unused postal orders to you.

## **Always include a stamped addressed envelope for return**

This guarantees the correct address and postcode are on the envelope, and ensures your application does not go astray.

## **The Same Day Service takes priority**

Please bear in mind that family research will not take priority over more urgent applications such as birth certificates for passport applications, marriage certificates for legal purposes, etc. unless you are using our [same day service](#) [5]. A standard ancestral research application can sometimes take as long as three weeks to process.

**Print page: /**

[Contact the Registrars service team](#) [12]

**Source URL:** <https://www.rbkc.gov.uk/births-deaths-and-marriages/certificates/applying-certificate>

### **Links**

- [1] <https://www.eforms.rbkc.gov.uk/default.aspx/RenderForm/?F.Name=bdjc2X1pmQQ>
- [2] <https://www.eforms.rbkc.gov.uk/default.aspx/RenderForm/?F.Name=VBhSPhfx83k>
- [3] <https://www.eforms.rbkc.gov.uk/default.aspx/RenderForm/?F.Name=MEaMocbFoJj>
- [4] <https://www.eforms.rbkc.gov.uk/default.aspx/RenderForm/?F.Name=U1ngC3MvhBD>
- [5] <https://www.rbkc.gov.uk/births-deaths-and-marriages/certificates/same-day-certificate-service>
- [6] [https://www.rbkc.gov.uk/pdf/birth\\_cert\\_form\\_2014.pdf](https://www.rbkc.gov.uk/pdf/birth_cert_form_2014.pdf)
- [7] [https://www.rbkc.gov.uk/pdf/death\\_cert\\_form\\_2014.pdf](https://www.rbkc.gov.uk/pdf/death_cert_form_2014.pdf)
- [8] [https://www.rbkc.gov.uk/pdf/marriage\\_cert\\_form\\_2014.pdf](https://www.rbkc.gov.uk/pdf/marriage_cert_form_2014.pdf)
- [9] [https://www.rbkc.gov.uk/pdf/civilpart\\_cert\\_form\\_2014.pdf](https://www.rbkc.gov.uk/pdf/civilpart_cert_form_2014.pdf)
- [10] <http://rbkc.stage.stage1.codeenigma.net/births-deaths-and-marriages/how-contact-us/chelsea-registeroffice-hours/register-offices-london>
- [11] <https://www.rbkc.gov.uk/ILINK%7C11965%2C%7C>
- [12] <http://www.rbkc.gov.uk/az/az.aspx?searchletter=&orgid=1329>



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