

# ROCHDALE REGISTER OFFICE APPLICATION FOR A BIRTH CERTIFICATE

*PLEASE READ GUIDANCE NOTES before completing this form*

## FOR REGISTER OFFICE USE ONLY

Register No.	Entry No.	Certificate No.
Date of Issue		

IF THE PERSON IS ADOPTED PLEASE READ NOTES

### TO THE SUPERINTENDENT REGISTRAR - ROCHDALE

#### 1 TO BE COMPLETED BY THE PERSON APPLYING FOR THE CERTIFICATE

Your full name		Mr. Mrs. Miss/Ms	
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
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#### 4 DETAILS OF BIRTH CERTIFICATE REQUIRED

FULL NAME AT BIRTH FORENAME(S)				FATHER'S FULL NAME FORENAME(S)			
SURNAME				SURNAME			
DATE OF BIRTH		Day	Month	Year	MOTHER'S FULL NAME FORENAME(S)		
PLACE OF BIRTH (full address or name of hospital)				SURNAME			
				MAIDEN NAME			

#### 5 REQUIREMENTS (for information about the types of certificate available please see notes)

<b>A. STANDARD BIRTH CERTIFICATE</b>	£9.00 (£10.00 if paying by credit debit card)	I require	..... NUMBER	standard birth certificate(s)
<b>B. SHORT BIRTH CERTIFICATE</b>	£9.00 (£10.00 if paying by credit/ debit card)	I require	..... NUMBER	short birth certificate(s)

#### 6 REMITTANCE ENCLOSED (for postal applications only)

I enclose a cheque/postal order for £..... Made payable to **RMBC** with a stamped addressed envelope. You can also pay by credit or debit card

**CARD NUMBER**

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Name on Card  Issue no.  Switch only  Card expiry Date  Card start date  (3 digit security code

#### 7 Signature

Date

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## **INFORMATION ABOUT BIRTH CERTIFICATES**

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### **STANDARD CERTIFICATES**

This is a full copy of the birth entry and includes particulars of parentage and registration. And is required for a passport

### **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. 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 Adoption Acts. A standard certificate is a full copy of the entry in the Adopted Child 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. Adoption Certificates can be obtained from the General Register Office and applications can be made by phone, online or forms can be downloaded from [www.direct.gov.uk](http://www.direct.gov.uk)

### **POSTAL APPLICATIONS**

If you apply by post please complete this form and enclose a stamped addressed envelope and the appropriate fee in sterling. Information about the cost of certificates can be obtained from any register office. All remittances should be made payable to..... and crossed "/& Co/". **DO NOT SEND CASH.**

This application form should be sent to the Superintendent Registrar Rochdale

### **FEES**

Fees for copy certificates will vary depending on how you wish to apply. Please see the website for details [http://www.rochdale.gov.uk/births\\_deaths\\_and\\_marriages/copy\\_certificates.aspx](http://www.rochdale.gov.uk/births_deaths_and_marriages/copy_certificates.aspx)

SUPERINTENDENT REGISTRAR  
ROCHDALE REGISTER OFFICE  
TOWN HALL  
VICARS GATE ENTRANCE  
ROCHDALE  
OL16 1AB

You can also e-mail these details as a file attachment to this office  
[Register.office@rochdale.gov.uk](mailto:Register.office@rochdale.gov.uk)

Payment can then be made by credit /debit card by telephoning 01706 924783/4

**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 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 or 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.