

**APPLICATION FOR A BIRTH CERTIFICATE**

PLEASE READ THE NOTES OVERLEAF before completing this form

**FOR REGISTER OFFICE USE ONLY**

Register No:

Entry No:

Certificate No:

Date of issue:

**TO BE COMPLETED BY THE PERSON APPLYING FOR THE CERTIFICATE**

**Your full name:** Mr  
(STATE NAME IN FULL) Mrs  
Miss / Ms

**Your postal address:**

**Post code:**

**Telephone No.**

**Email Address:**

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

Are you applying for your own birth certificate?

**YES/NO**

If not please state your relationship to the person:

**DETAILS OF BIRTH CERTIFICATE REQUIRED**

**FULL NAME AT BIRTH**

FORENAME(S):

SURNAME:

<b>DATE OF BIRTH:</b>	Day	Month	Year
-----------------------	-----	-------	------

**PLACE OF BIRTH** (address or name of hospital):

**FATHER'S / PARENT'S\* FULL NAME:**

FORENAME(S):

SURNAME:

**MOTHER'S FULL NAME:**

FORENAME(S):

SURNAME:

MAIDEN NAME:

**REQUIREMENTS** (for information about the types of certificate available see overleaf)

**A. STANDARD BIRTH CERTIFICATE**

I require \_\_\_\_\_ standard birth certificate(s)  
(Number)

**B. SHORT BIRTH CERTIFICATE**

I require \_\_\_\_\_ short birth certificate(s)  
(Number)

\* "Parent" means the mother's female partner who under the Human Fertilisation and Embryology Act 2008 is to be treated as a parent of the child.

**REMITTANCE ENCLOSED (POSTAL APPLICATIONS ONLY)**

I enclose a cheque/postal order for \_\_\_\_\_ made payable to **North Yorkshire Council** and crossed "& Co/" together with a stamped addressed envelope. Current information about the cost of certificates may be obtained from any register office or the Council website at [www.northyorks.gov.uk](http://www.northyorks.gov.uk).

**Signature:**

**Date:**

## 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 adoption 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 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 adoption certificates should be made in writing to General Register Office, PO Box 2, Southport, Merseyside, PR8 2JD. **DO NOT USE THIS FORM FOR THAT PURPOSE.** Applications for a standard certificate can also be made online. See [www.direct.gov.uk](http://www.direct.gov.uk) for information.

## POSTAL APPLICATIONS FOR BIRTH CERTIFICATES

This form should only be used when applying for a certificate from records held within North Yorkshire of **events which occurred within North Yorkshire**. If you apply by post please complete this form and enclose a stamped addressed envelope and the appropriate fee in sterling. Current information about the cost of certificates may be obtained from any register office or the Council website at [www.northyorks.gov.uk](http://www.northyorks.gov.uk).

All remittance should either be made payable to North Yorkshire Council and crossed “/ & Co/”.  
**DO NOT SEND CASH.**

This application form should be sent to the Superintendent Registrar at the address below:

County Register Office  
Bilton House  
31 Park Parade  
HARROGATE  
North Yorkshire  
HG1 5AG

**DO NOT** use this form for making applications to the **REGISTRAR GENERAL** at the **GENERAL REGISTER OFFICE**

**For the purposes of detection and prevention of crime, information relating to this application may be passed to other Government departments or law enforcement agencies.**

## SEARCHES OF BIRTH INDEXES

The Council does 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 please contact the Register Office at the address above. If you are unable to supply sufficient information for us to issue a certificate, our Certificate Services team may be able to undertake a search on your behalf for which a search fee is payable. Please contact us at the address above.