

# Application for a BIRTH Certificate

If the person is adopted please see overleaf

Please read the notes overleaf **BEFORE** completing this form

## For Register Office use only

Register No.	Entry No.	Certificate No.
Date of issue		

## To the Registration Officer having custody of the register

### 1 To be completed by the person applying for the certificate

Your full name: Mr / Mrs / Miss / Ms ..... (State name in full)

Your postal address: .....

..... Post Code: ..... Tel No: .....

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

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### 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 .....

Surname .....

Date of birth

Place of birth .....

..... (Full address or name of hospital)

Father's/Parent's\* full name .....

Surname .....

Mother's full name .....

Surname .....

### 5 Requirements (for information about the types of certificate available see overleaf)

#### A. Standard birth certificate

I require ..... standard birth certificates

£

#### B. Short birth certificate

I require ..... short birth certificates

£

### 6 Remittance enclosed (Postal applications only)

I enclose a cheque / postal order for

£ .....

*Cheques should be made payable to Bradford Council and crossed 'I & Co' together with stamped addressed envelope*

### 7 Signature

Signature ..... Date .....

\*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

## 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.

## 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 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 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

If you apply by post please complete the form and enclose a stamped addresses envelope and the appropriate fee in sterling. Information about the cost of certificates may be obtained from any register office. All remittances should be made payable to Bradford Council and crossed “/ & Co” **Do not send cash.**

- The application form should be sent to the Superintendent Registrar of the district where the birth occurred:
- The Register Office  
City Hall, Bradford, BD1 1HY
- Tel: 01274 432151

**Do not use this form for making applications to the Register General.**

**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

Superintendent Registrars do not have the staff to undertake searches of an indefinite 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 of his/her behalf to make a **general search** in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

## General searches at a Superintendent Registrar's office

The indexes in a Superintendent Registrar's office relate only relate to births, marriages and deaths which occurred within the Superintendant 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 Superintendant Registrar a person making a **general search** may have access to the indexes to the registers of 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.