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STATUTORY RULES OF NORTHERN IRELAND

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**2012 No. 408**

**The Civil Registration Regulations (Northern Ireland) 2012**

**PART I**

**PRELIMINARY**

**Citation and commencement**

1. These Regulations may be cited as the Civil Registration Regulations (Northern Ireland) 2012 and shall come into operation on 17 December 2012.

**Interpretation**

2.—(1) In these Regulations —

“the 1976 Order” means the Births and Deaths Registration (Northern Ireland) Order 1976;

“the Act” means the Civil Registration Act (Northern Ireland) 2011;

“birth” does not include a still-birth;

“description”, in relation to a coroner, means his official designation and the area of his jurisdiction;

“maiden surname” means the surname under which a woman contracted her marriage or entered into a civil partnership (or, where she has married or entered into a civil partnership more than once, her first marriage or civil partnership);

“name”, in relation to a person, excludes a surname except in regulations 12, 13, 27 and 30;

“occupation” includes rank or profession;

“prescribed fee” means a fee prescribed under Article 47 of the 1976 Order, Articles 35(3) and 37 of the Marriage (Northern Ireland) Order 2003, section 157 of the Civil Partnership Act 2004 or paragraph 7 of Schedule 1 to the Presumption of Death Act (Northern Ireland) 2009;

“the Record of Northern Ireland Connections” means the register maintained in accordance with section 31(1) of the Act;

“a relevant event” means an event mentioned in Schedule 1 to the Act;

“relevant period” means:

in relation to information relating to a birth or the adoption of a child, the period of 100 years from the date of the child’s birth;

in relation to information relating to a death, the period of 50 years from the date of the death;

in relation to information relating to a marriage or a civil partnership, the period of 75 years from the date the marriage was solemnised or the civil partnership was registered;

in relation to information relating to presumed deaths, the period of 50 years from the presumed date of death;

“relevant register” means:

a register of births or deaths, for which the 1976 Order provides, but not a register of still-births; the Adopted Children Register for which Article 50(1)(a) of the Adoption (Northern Ireland) Order 1987 provides;

any marriage registration record, for which the Marriage (Northern Ireland) Order 2003 provides;

any civil partnership registration record, for which the Civil Partnership Act 2004 provides; or the Register of Presumed Deaths, for which section 15(1) of the Presumption of Death Act (Northern Ireland) 2009 provides;

“remote search” means a search in a relevant register which is conducted by any person at a place other than the General Register Office or a Register Office using electronic communications;

“second female parent” means a woman who is a parent of a child by virtue of section 42 or 43 or, where appropriate, section 46(1) or (2) of the Human Fertilisation and Embryology Act 2008

“short birth certificate” means a certificate of birth issued under Article 40 of the 1976 Order;

“short death certificate” means a certificate of death issued under Article 40A of the 1976 Order;

“signature” or “sign” shall include the entering of a person’s name in such manner as the Registrar General may direct;

“status” means marital or civil partnership status.

(2) In these Regulations, any reference to a numbered form shall be construed as a reference to the form bearing that number in Schedule 1; and any reference to a numbered space on a form shall be construed as a reference to the space bearing that number on the form.

## **Revocation**

3. The Registration (Births, Still-Births and Deaths) Regulations (Northern Ireland) 1973(1) are hereby revoked.

## **PART II**

### **GENERAL PROVISIONS AS TO ENTRIES IN REGISTERS**

#### **Manner of registration**

4. The particulars to be registered concerning a birth, still-birth or death shall be recorded by means of a separate entry made —

- (a) in typescript; or
- (b) in any other manner as may be specified by the Registrar General.

#### **Additional particulars concerning a birth or a still-birth**

5. The additional particulars required by Article 10(4)(b)(ii) of the 1976 Order to be supplied to the registrar concerning a birth or a still-birth shall be those particulars specified in Schedule 2.

### **Making of entries on the authority of the Registrar General**

6. Where the Registrar General issues his written authority for the registration or re-registration of any event, the particulars which are recorded in the authority shall be entered in the register on the attendance of such qualified informant, if any, as the Registrar General may specify.

### **Form of registers**

7. A register of births, still-births or deaths shall be comprised of —
- (a) the original respective entries; or
  - (b) copies thereof made or compiled by electronic means or made by means of photography, xerography, microfilming or any similar method of reproducing documents as the Registrar General may specify.

### **Cancellation of entry space**

8. Where on the registration of a birth, still-birth or death it appears that particulars are not required to be entered in any space on the appropriate form, a horizontal line shall be entered in that space.

### **Notation of original entries following re-registration**

9. Where a birth, still-birth or death is re-registered on the authority of the Registrar General such notation as the Registrar General may direct shall be made in the margin of the original entry and a notation so made shall for all purposes be deemed to be part of the entry.

## **PART III**

### **REGISTRATION OF BIRTHS**

#### **Particulars as at date of birth**

10. Without prejudice to Article 20 of the 1976 Order, the particulars to be recorded under this Part in respect of the parents of a child shall be the particulars appropriate as at the date of birth of the child.

#### **Particulars to be registered**

11.—(1) The particulars to be registered concerning a birth shall be the particulars required to be entered in Form 1.

(2) If more than one living child is born at a confinement, the time of birth shall be entered after the date of birth.

(3) The surname to be entered shall be that by which at the date of registration of the birth it is intended the child shall be known.

(4) If —

- (a) the mother;
- (b) the father; or
- (c) the second female parent

has acquired a surname different from that borne by that person at the date of the birth, the name and surname at that date shall be entered, followed by the surname subsequently acquired.

(5) If, at the time of the birth of the child, the parents are not married to each other or in a civil partnership with each other, details of the father's occupation or, as the case may be, the second female parent's occupation shall not be entered unless that person's name has been entered as the father or the second female parent in accordance with Article 14(3), 14ZA or 14A of the 1976 Order.

(6) If the father or second female parent is deceased, the word 'deceased' shall be entered following the surname.

(7) If the birth is that of a living infant child found exposed and the date of birth is unknown then, subject to Article 11(3) of the 1976 Order, the approximate date of birth shall be entered.

(8) If the birth is that of a living infant child found exposed, and the place of birth is unknown, then details of the place where, and the date on which, the child was found shall be entered.

### **Manner in which required particulars are to be given**

12.—(1) For the purposes of Article 10(4) of the 1976 Order, a person shall give information of—

- (a) the particulars prescribed in pursuance of Article 10(1), and
- (b) the additional particulars prescribed in pursuance of Article 10(4)(b)(ii),

concerning a birth by attending personally at any Register Office and giving that information to the registrar.

(2) Where —

- (a) the mother and father of a child are not married to each other at the time of the birth, and
- (b) both parents intend to make a joint request under Article 14(3)(a) for the name of the person stating himself to be the father of the child to be entered as the father,

they may attend any Register Office, and make such a request together, or separately, and where both parents intend to make such a request separately, the provisions of regulation 13 shall apply.

(3) Where —

- (a) the mother and second female parent of a child are not in a civil partnership with each other at the time of the birth, and
- (b) both parents intend to make a joint request under Article 14ZA(3)(a) for the name of the person stating herself to be the second female parent of the child to be so entered,

they may attend any Register Office, and make such a request together.

(4) When the required particulars have been entered in Form 1, the registrar shall call upon the qualified informant to verify that the particulars have been entered correctly and if it appears that any error has been made, a fresh entry of the birth shall be made containing the correct particulars.

(5) When the qualified informant has verified that the particulars entered are correct —

- (a) the qualified informant shall sign the register at the appropriate place, and
- (b) the registrar shall enter the name and official description of the registrar at the appropriate place.

(6) Paragraph (1) shall apply for the purposes of Article 11(1) of the 1976 Order as it applies for the purposes of Article 10(4).

### **Further provision in relation to the manner in which required particulars are to be given by unmarried parents**

13.—(1) Where both parents attend a Register Office separately they shall attend at the same Register Office, before the expiration of a period of 42 days from the date of birth.

(2) Where the father of a child attends a Register Office before the mother of that child, and gives the required particulars in relation to the birth of that child to the registrar, the registrar shall not cause an entry containing those particulars to be made in relation to the birth of that child unless the mother, before the expiration of the period of 42 days from the date of the birth —

- (a) attends at the Register Office at which the father has given the required particulars,
- (b) verifies that the particulars given by the father are correct, and
- (c) in the case of any particulars given in relation to the name of the father of the child, confirms that she wishes the particulars so given to be entered in the register.

(3) Where the mother of a child attends a Register Office before the father of that child, and gives the required particulars in relation to the birth of that child to the registrar, including the name of the father of the child, the registrar shall not cause those particulars relating to the name of the father of the child to be entered unless the father, before the expiration of the period of 42 days from the date of the birth —

- (a) attends at the Register Office at which the mother has given the required particulars,
- (b) verifies that the particulars given by the mother in relation to the name of the father of the child are correct, and
- (c) confirms that he wishes those particulars to be entered in the register.

(4) Where the mother of a child attends a Register Office before the father of that child, and gives the required particulars in relation to the birth of that child to the registrar, and the person named by the mother as the father of the child —

- (a) fails to attend at the Register Office before the expiration of the period of 42 days from the date of the birth,
- (b) fails to verify that the particulars are correct, or
- (c) fails to confirm that he wishes the particulars so given to be entered in the register,

the particulars given by the mother in relation to the name of the father of the child shall not be so entered, and the registrar shall cause an entry to be made in the register in relation to the birth of the child as if the mother had given the required particulars, but had not given particulars in relation to the name of the father of the child.

### **Registration of birth requiring declaration and statutory declaration**

**14.—**(1) The form of a declaration made by the mother of the child for the purposes of Article 14(3)(b)(i), or Article 14ZA(3)(b)(i) of the 1976 Order shall be Form 4.

(2) The form of a declaration made by the father or second female parent of the child for the purposes of Article 14(3)(c)(i), or Article 14ZA(3)(c)(i) of the 1976 Order shall be Form 5.

(3) The form of a declaration made by the mother, father or second female parent of the child for the purposes of —

- (a) Article 14(3)(d)(ii), or Article 14ZA(3)(d)(ii),
- (b) Article 14(3)(e)(ii), or Article 14ZA(3)(e)(ii),
- (c) Article 14(3)(f)(ii), or Article 14ZA(3)(f)(ii), or
- (d) Article 14(3)(g)(ii),

of the 1976 Order shall be Form 6.

(4) A statutory declaration for the purposes of Article 14(3) of the 1976 Order shall —

- (a) where the declarant is in Northern Ireland, be made before a Justice of the Peace or some other person lawfully authorised to administer oaths;

- (b) where the declarant is in England, Wales, Scotland, the Isle of Man, the Channel Islands or in any other country of the Commonwealth of Nations or in the Republic of Ireland, be made before a notary public or some other person lawfully authorised to administer oaths in that country;
- (c) where the declarant is in a place not mentioned in sub-paragraph (a) or (b), be made before one of Her Majesty's consular officers, a notary public or some other person lawfully authorised to administer oaths in that place.

Provided that a declaration made before a person other than one of Her Majesty's consular officers shall be authenticated by one of the said officers, if the Registrar General so requires.

## PART IV

### REGISTRATION OF STILL-BIRTHS

#### *Registration of still-births without reference to the Coroner*

##### **Certificate of evidence of a still-birth**

**15.** The form of a certificate to be given in pursuance of Article 15(3) of the 1976 Order by a registered medical practitioner or a midwife present at a still-birth, or who has examined the body of a still-born child, shall be Form 7.

##### **Particulars to be registered concerning a still- birth**

**16.—(1)** Subject to the provisions of this regulation, the particulars to be registered concerning a still-birth shall be those particulars required to be entered in Form 2.

(2) Subject to paragraph (3), the provisions of regulations 10, 11 and 12(4) shall, with any necessary modifications, apply to completing Form 2 as they apply to completing Form 1, but a qualified informant shall not be required to verify particulars of the cause of the still-birth.

(3) The cause of still-birth shall be entered as stated in the certificate given by the registered medical practitioner or midwife, followed by the word 'Certified'.

#### *Registration of still-births following reference to the Coroner*

##### **Reference to Coroner**

**17.** Where a registrar is informed of an alleged still-birth and does not receive a certificate issued in pursuance of Article 15(3) of the 1976 Order, the registrar shall report the alleged still-birth to a coroner on a form provided for the purpose by the Registrar General.

##### **Coroner's certificate or notification**

**18.** Where the coroner examines or causes to be examined the body of a child, and is satisfied that the body is that of a still-born child, the form of certificate the coroner shall send to the registrar in pursuance of Article 16(1) of the 1976 Order shall be —

- (a) Form 8, if an inquest has been held; or
- (b) Form 9, if the coroner does not consider it necessary to hold an inquest.

### **Registration of still-birth where inquest is not held**

**19.**—(1) Where a registrar receives notification in Form 8 from a coroner that the coroner does not intend to hold an inquest concerning a still-birth the registrar shall take such steps as may be required to register the still-birth.

(2) Any registration under paragraph (1) shall be made in accordance with regulation 16 except that in the entry relating to the cause of still-birth, there shall be entered —

- (a) if Part A of the coroner’s notification has been completed, the words “Coroner’s Statement”, or
- (b) if Part B of the coroner’s notification has been completed, the words “Coroner’s Certificate”.

### **Registration of still-birth after inquest**

**20.** Where a registrar receives a coroner’s certificate upon an inquest, from which it appears that the child was still-born, or that there was not sufficient evidence to show that the child was born alive, the particulars to be registered concerning the still-birth shall be the particulars required to be entered in Form 2, other than those particulars relating to the qualified informant.

## **PART V**

### **DISPOSAL OF BODIES OF STILL-BORN CHILDREN**

#### **Certificate for disposal of body**

**21.** The form of a certificate to be given by the registrar under —

- (a) Article 15(6) of the 1976 Order (confirming that the still-birth has been registered), or
- (b) Article 15(7) of the 1976 Order (confirming that a written notice of a still-birth has been received, accompanied by a certificate delivered under Article 15(3) of that Order),

shall be Form 10.

#### **Notice of disposal of body without registrar’s certificate or coroner’s order or notification**

**22.** The form of a notice of disposal to be given to the registrar by the person who has control over, or ordinarily effects the disposal of bodies at any burial ground or other place, in accordance with Article 15(9) of the 1976 Order, shall be Form 11.

## **PART VI**

### **REGISTRATION OF DEATHS**

#### *Registration of deaths where inquest not held*

#### **Certificate of cause of death**

**23.** The form of a certificate of a registered medical practitioner in pursuance of Article 25(2) of the 1976 Order as to the cause of death shall be Form 12.

**Particulars to be registered concerning a death**

24.—(1) Subject to the provisions of regulation 6 and to this regulation, the particulars to be registered concerning a death shall be those particulars required to be entered in Form 3.

(2) If the death relates to a dead body found, and —

- (a) the date of death is unknown, the words “Found dead on “ shall be entered, followed by the date on which the body was found;
- (b) the place of death is unknown, the words “Found at” shall be entered, followed by the place where the body was found.

(3) If the death relates to a child who lived for less than 24 hours, the word “Aged” shall be entered after the date of death followed by the age in completed hours or, if less than one hour, in minutes.

(4) With respect to the cause of death, there shall be entered —

- (a) where the cause of death has been entered in pursuance of Article 25(4) of the 1976 Order, the word “Certified”; or
- (b) where the cause of death has been entered in pursuance of Article 27(a) of the 1976 Order, the words “Coroner’s Statement”; or
- (c) where the cause of death has been entered in pursuance of Article 27(b) of the 1976 Order, the words “Coroner’s Certificate”.

**Manner in which required particulars concerning a death are to be given**

25.—(1) For the purpose of Article 21(5) of the 1976 Order, a person shall give information of the particulars prescribed in pursuance of Article 21(1) concerning a death by attending personally at any Register Office and giving that information to the registrar.

(2) When the required particulars have been entered in Form 3, the registrar shall call upon the qualified informant to verify that the particulars (except those entered in the relevant space in relation to the cause of death) have been entered correctly, and if it appears that any error has been made, a fresh entry of the death shall be made containing the correct particulars.

(3) Where the qualified informant has verified that the particulars entered are correct —

- (a) the qualified informant shall sign the register at the appropriate place, and
- (b) the registrar shall enter the name and official description of the registrar at the appropriate place.

(4) Where the Registrar General authorises the registration of a death pursuant to Article 21(8) of the 1976 Order, the words “On the authority of the Registrar General “ shall be entered in space 16 without any further entry in that space.

**Date of registration**

26. Where the Registrar General issues his written authority pursuant to Article 24(1) of the 1976 Order for the registration of a death which occurred more than one year previously, the words “On the authority of the Registrar General” shall be entered following the date of registration.

**Registration of death after inquest**

27.—(1) Subject to the provisions of paragraph (2), where a registrar receives a coroner’s certificate under section 23 of the Coroner’s Act (Northern Ireland) 1959(2) upon an inquest with reference to a death, that death shall be registered as follows —



- (a) in spaces 1 to 10 there shall be entered the particulars contained in the certificate as particulars to be entered in those spaces respectively, provided that if any person is named in the certificate as having caused the death, the name of that person shall be omitted,
  - (b) in space 16 there shall be entered the words “Certificate received from” and the name and description of the coroner, and the words “inquest held” and the date of the inquest as stated in the certificate,
  - (c) the provisions of regulation 25(3)(b) and 26 shall apply as they apply to the registration of a death where an inquest is not held.
- (2) Where the coroner’s certificate relates to an inquest which has been adjourned and not resumed, the registrar shall register the death in accordance with the provision of paragraph (1), subject to the following modifications —
- (a) in space 10 there shall be entered the cause of death as stated in the certificate,
  - (b) where it appears that the inquest was adjourned under the Coroners (Practice and Procedure) Rules (Northern Ireland) 1963(3) and a person has been charged with the murder, manslaughter or infanticide of the deceased person, there shall be entered, after the entry of the cause of death, the result of the criminal proceedings as stated in the certificate, provided that if any person is named in the certificate as having been so charged the name of that person shall be omitted,
  - (c) in space 16, instead of the words “certificate received from” there shall be entered—
    - (i) if the inquest was adjourned and not resumed, the words “Certificate on inquest adjourned and not resumed received from”, and
    - (ii) if the inquest was adjourned sine die, the words “Certificate on inquest adjourned sine die received from”.

## PART VII

### *Disposal of body*

#### **Certificate for disposal of body**

**28.** The form of a certificate to be given by a registrar under —

- (i) Article 29(1) of the 1976 Order (confirming that a death has been registered), or
- (ii) Article 29(2) of the 1976 Order (confirming that a written notice of a death has been received in connection with a medical certificate of cause of death),

shall be Form 13.

#### **Notice of disposal of body without registrar’s certificate or coroner’s order or notification**

**29.** The form of a notice of disposal to be given to the registrar by the person who has control over, or ordinarily effects the disposal of bodies at any burial ground or other place, in accordance with Article 30 of the 1976 Order, shall be Form 14.

## PART VIII

### RE-REGISTRATION OF BIRTHS, STILL-BIRTHS AND DEATHS

#### Manner of re-registration

**30.**—(1) Where the Registrar General authorises the re-registration of an event under Article 18, 19, 19A or 31 of the 1976 Order, the re-registration shall be effected in accordance with the provisions of this regulation.

(2) Where the particulars which are to be registered are to be verified by a qualified informant who is in Northern Ireland the re-registration shall be effected by the registrar at whose office the qualified informant may conveniently attend, and the following regulations (which relate to the verification of particulars, signatures and the entry of names) shall apply to the re-registration of events as they apply to the registration thereof, namely —

- (a) in the case of a birth, regulation 12(4);
- (b) in the case of a still-birth, regulation 12(4) as applied by regulation 16(2);
- (c) in the case of a death, regulation 25(2) and (3)(a).

(3) Subject, in the case of a birth, to Article 18(1)(b)(ii) of the 1976 Order, where the particulars which are to be registered are to be verified by a qualified informant who is not in Northern Ireland, the qualified informant may, with the consent of the Registrar General, —

- (a) verify those particulars, by making and signing a declaration of the particulars to be registered, before an authority specified in regulation 14(4)(b) or (c), on a form provided by the Registrar General, and
- (b) send the form to the Registrar General

and the re-registration shall be effected by any registrar on the direction of the Registrar General, and in the space in the register which relates to the signature of the qualified informant there shall be entered the name of the declarant in the form in which it is signed in the declaration, followed by the words “by declaration dated” and the date on which the declaration was made.

(4) Subject, in the case of a birth, to Article 19(3) of the 1976 Order, where no qualified informant is available to verify the particulars to be registered, the re-registration shall be effected by any registrar on the direction of the Registrar General, and the space in the register which relates to the signature of a qualified informant shall be completed by entering —

- (a) in the case of a death registered on the authority of a coroner’s certificate after inquest, the words specified in regulation 27(1)(b) or 2(c) as the case may be; or
- (b) in any other case, the words “On the authority of the Registrar General”.

(5) In any entry made in accordance with the provisions of this regulation, the words “On the authority of the Registrar General” shall be entered following the date of registration.

#### Re-registration after declaration of parentage

**31.** The particulars to be re-registered under Article 19A of the 1976 Order concerning a birth shall be the particulars required to be entered in Form 1.

## PART IX

### CORRECTION OF ERRORS IN ENTRIES

#### **Manner of correcting errors other than errors of fact or substance**

**32.**—(1) Where an error other than one of fact or substance appears in an entry of a birth, still-birth or death that error may be corrected by the Registrar General.

(2) Any correction made in pursuance of this regulation shall include the making of a notation in the margin of the entry in such form and manner as the Registrar General may direct, followed by the name and official description of the person making the correction and the date on which the correction is made.

(3) Any notation to an entry made under paragraph (2) shall for all purposes be deemed to be part of the entry.

(4) Where a certificate is issued under these Regulations, and compiled from information in an entry which has been corrected under paragraph (1), the certificate —

- (a) shall be compiled from the information contained in the entry as amended; and
- (b) shall not refer to the notation made under paragraph (2) unless so directed by the Registrar General.

#### **Errors of fact or substance**

**33.**—(1) The form of a declaration made under Article 35(2) of the 1976 Order for the correction of an error of fact or substance in a register shall be Form 15.

(2) The form of a certificate to be given by a coroner under Article 35(3) of the 1976 Order for the correction of an error of fact or substance in a register shall be Form 16.

(3) Where a certificate is issued under these Regulations, and compiled from information in an entry which has been corrected by virtue of paragraph (1) or (2), the certificate —

- (a) shall be compiled from the information contained in the entry as amended;
- (b) shall not refer to the correction made by virtue of paragraph (1) or (2) unless so directed by the Registrar General.

## PART X

### CHANGE OF NAME OR SURNAME

#### **Form of application for change of name or surname**

**34.**—(1) The form of an application for the purposes of Article 37(3) of the 1976 Order (alteration of the name or surname of a person under eighteen years of age) shall be Form 17.

(2) The form of an application for the purposes of Article 37(4) of the 1976 Order (alteration of the name or surname of a person over eighteen years of age) shall be Form 18.

(3) Where an entry is amended in pursuance of an application under Article 37(3) or (4) of the 1976 Order there shall be made a notation in the margin of the entry in such form and manner as the Registrar General may direct, followed by the name and official description of the person making the notation and the date on which the notation is made.

(4) Any notation to an entry made under paragraph (3) shall for all purposes be deemed to be part of the entry.

(5) Where a certificate is issued under these Regulations, and compiled from information in an entry which has been amended, the certificate —

- (a) shall be compiled from the information contained in the entry as amended; and
- (b) shall not refer to the notation made under paragraph (3) unless so directed by the Registrar General.

## PART XI

### SHORT BIRTH CERTIFICATES

#### Short birth certificates

**35.**—(1) Subject to Article 40 of the 1976 Order, the Registrar General, or any registrar, may as regards any entry in a register of births or adoptions, other than any entry relating to a still-birth, issue a short birth certificate.

(2) The form of a short birth certificate shall be Form 19.

(3) The particulars to be furnished by an applicant for a short birth certificate, except where the application is made at the time of the registration of the birth shall be —

- (a) where a certificate is to be issued from an entry of birth —
  - (i) the name and surname of the registered person;
  - (ii) the date and place of the registered person's birth;
  - (iii) the name and surname of the father or second female parent of the registered person; and
  - (iv) the name, surname and maiden surname of the mother of the registered person.
- (b) Where a certificate is to be issued from an entry of adoption —
  - (i) the name and surname of the registered person;
  - (ii) the date and place of the registered person's birth;
  - (iii) the name and surname of the adopters of the registered person; and
  - (iv) the Court by which the adoption order was made and the date of the order.

(4) The furnishing of any of the particulars listed in paragraph (3) may be dispensed with in any case where it is not reasonably practicable for the applicant to furnish such particulars.

#### Manner of compiling short birth certificates

**36.**—(1) Subject to the provisions of this regulation the particulars to be shown in a short birth certificate shall be the corresponding particulars appearing in the entry of the birth or adoption.

(2) With respect to the surname to be entered, where —

- (a) a short birth certificate is compiled from an entry in an Adopted Children Register, and
- (b) the adoption order specified that the person shall be known by a surname other than that of the adopter or adopters,

such surname shall be entered.

(3) With respect to the district of birth, where this information is not recorded in the entry, a short birth certificate shall show such particulars relating to the place of birth as the Registrar General may direct, and in lieu of the words "District of birth" in the certificate there shall appear the words

“Place of birth”, provided that, where the place of birth is not recorded in or indicated by the entry, the Registrar General shall issue a certificate omitting any reference to place of birth.

(4) Where an amendment has been made to an entry by means of a notation in the margin of the entry, the particulars included in a short birth certificate compiled in relation to that entry shall be those particulars as amended.

## PART XII

### SHORT DEATH CERTIFICATES

#### Short death certificates

**37.**—(1) Subject to Article 40A of the 1976 Order, the Registrar General, or any registrar, may as regards any entry in a register of deaths, issue a short death certificate.

(2) The form of a short death certificate shall be Form 20.

(3) The particulars to be furnished by an applicant for a short death certificate shall be the following particulars relating to the deceased person to whom the application relates—

- (a) the name and surname of the person,
- (b) the date and place of death of the person, and
- (c) the usual address of the person prior to the death.

(4) The furnishing of any of the particulars listed in paragraph (3) may be dispensed with in any case where it is not reasonably practicable for the applicant to furnish such particulars.

#### Manner of compiling short death certificates

**38.**—(1) The particulars to be shown in a short death certificate shall be such of the corresponding particulars appearing in the entry of the death as the Registrar General may direct, but shall not include the cause of death.

(2) Where an amendment has been made to an entry by means of a notation in the margin of the entry, the particulars included in a short death certificate compiled in relation to that entry shall be those particulars as amended.

## PART XIII

### ACCESS TO INFORMATION

#### Access to information contained in registers

**39.** Subject to the provisions of regulations 40 to 43, Article 34A(5) of the 1976 Order and section 22 of the Gender Recognition Act 2004(4) any person may have access to any information contained in a relevant register.

#### Access in General Register Office

**40.** The Registrar General shall at any time when the General Register Office is open allow any person to have access to any information contained in a relevant register upon payment of a prescribed fee.

### **Remote access**

41. The Registrar General may arrange, provide or facilitate the use of electronic communications, forms and storage to allow a remote search to be made by a person at any time of any information contained in a relevant register upon payment of a prescribed fee.

### **Release of information to third parties**

42. The Registrar General may make arrangements with a person (“a third party”) for the transfer to the third party, by electronic communication or otherwise, of any information contained in a relevant register for the purpose of providing access to information contained in the register, subject to conditions (including conditions as to the making of payments by the third party to the Registrar General), and on such terms as may be provided for in the arrangements.

### **Relevant Period**

43. Information contained in a relevant register shall not be made available to a person under regulations 41 or 42 unless the relevant period has expired in relation to the information.

## **PART XIV**

### **RECORD OF NORTHERN IRELAND CONNECTIONS**

#### **Form of application for a relevant event to be registered in the Record of Northern Ireland Connections**

44. The form of an application for a relevant event to be entered in the Record of Northern Ireland Connections shall be Form 21.

## **PART XV**

### **NOTIFICATION OF REGISTRATIONS OR CHANGES OF NAME OR SURNAME**

#### **Form of application in respect of a birth or death registration**

45. The form of an application for the purposes of Article 40B(2) of the 1976 Order (notification of a birth or death registration) shall be Form 22 and the application shall be made at the time at which the birth or death is registered.

#### **Form of application in respect of a marriage registration**

46. The form of an application for the purposes of Article 35A(2) of the Marriage (Northern Ireland) Order 2003 (notification of a marriage registration) shall be Form 23 and the application shall be made at the date at which the marriage is registered or within 6 weeks of that date.

#### **Form of application in respect of a civil partnership registration**

47. The form of an application for the purposes of section 155A(2) of the Civil Partnership Act 2004 (notification of a civil partnership registration) shall be Form 24 and the application shall be made at the date at which the civil partnership is registered or within 6 weeks of that date.

**Form of application in respect of a change of name or surname**

**48.** The form of an application for the purposes of Article 37(4B) of the 1976 Order (notification of a change of name or surname) shall be Form 25 and the application shall be made at the time at which the application to change the name or surname is made or within 6 weeks of the entry being amended.

Sealed with the Official Seal of the Department of Finance and Personnel on 19 November 2012.



*T.N.Caven*  
A senior officer of the  
Department of Finance and Personnel