

2012 No. 408

CIVIL REGISTRATION

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

Made - - - - - *19th November 2012*
Coming into operation - *17th December 2012*



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The Department of Finance and Personnel makes the following Regulations in exercise of the powers conferred on it by Articles 10(1), 10(4), 11(1), 12(1), 14(3), 14ZA(3), 15(3), 15(6), 15(7), 15(9), 16(1), 16(2), 18(2), 19(2), 19A(2), 21(1), 21(5), 23(1), 25(2), 29(1), 29(2), 30(1), 31(2), 32, 34A(1), 35(2), 35(3), 36(3), 37(3), 37(4), 37(4B), 39, 40, 40A and 40B(2) of the Births and Deaths Registration (Northern Ireland) Order 1976(a), Article 50(4) of the Adoption (Northern Ireland) Order 1987(b), Article 35(5) and 35A(2) of the Marriage (Northern Ireland) Order 2003(c), section 155A(2) and 159 of the Civil Partnership Act 2004(d), paragraph 3A(1) of Schedule 1 to the Presumption of Death Act (Northern Ireland) 2009(e) and section 31(2) of the Civil Registration Act (Northern Ireland) 2011(f).

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;

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- (a) S.I. 1976/1041 (N.I. 14) Relevant amendments were effected by sections 1 to 4, 8 to 10 and 17 of the Civil Registration Act (Northern Ireland) 2011 c. 20. Article 14ZA was inserted by section 56 of, and paragraph 61 of Schedule 6 to, the Human Fertilisation and Embryology Act 2008 c.22. Article 19A was inserted by Article 185(1) of, and paragraph 87 of Schedule 9 to, the Children (Northern Ireland) Order 1995 S.I. 1995/755 (N.I. 2). Articles 34A, 37(4B), 40A and 40B were inserted by sections 14, 16, 11 and 19 of the Civil Registration Act (Northern Ireland) 2011 respectively.
- (b) S.I. 1987/2203 (N.I. 22) Article 50 was amended by section 25(3) of the Civil Registration Act (Northern Ireland) 2011.
- (c) S.I. 2003/413 (N.I. 3) Article 35(5) was amended by section 23(1), and Article 35A was inserted by section 24(1), of the Civil Registration Act (Northern Ireland) 2011.
- (d) 2004 (c. 33) Section 155 was amended by section 23(2), and section 155A was inserted by section 24(2), of the Civil Registration Act (Northern Ireland) 2011.
- (e) 2009 (c. 6) Paragraph 3A of Schedule 1 was inserted by section 28(2) of the Civil Registration Act (Northern Ireland) 2011.
- (f) 2011 c. 20

“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(a) 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.

(a) S.R. 1973 No. 373

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’.

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(a) 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(b) 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.

(a) 1959 c. 15

(b) S.R. 1963 No. 199 to which the most recent amendments were effected by S.R. 2002 No. 37 and S.R. 2008 No. 32

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^(a) 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.

(a) 2004 c.7

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

SCHEDULE 1

Form 1

Regulation 11(1)

PARTICULARS FOR REGISTRATION OF A BIRTH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 10(1)

BIRTH registered in the district of

1. Child - Surname:
2. - Name:
3. - Sex:
4. - Date of birth:
5. - District of birth:
6. - Place of birth:
7. Father/Second Female parent - Name and surname:
8. - Occupation:
9. Mother - Name and surname:
10. - Occupation:
11. - Usual address:
12. - Maiden surname:
13. - Surname at marriage or civil partnership:
(if different from maiden surname)
14. Informant - Qualification:
15. - Address:
(if different from 11 above)
16. - Signature:
17. Date of registration:
18. Signature of Registrar: Registrar

Form 2

Regulation 16(1)

PARTICULARS FOR THE REGISTRATION OF A STILL-BIRTH Births and Deaths Registration (Northern Ireland) Order 1976, Article 10(1)

STILL-BIRTH registered in the district of

1. Name and surname:
(if specified)
2. Sex:
3. Date of still-birth:
4. Place of still-birth:
5. Cause of still-birth:
6. Father/second female parent - Name and surname:
7. - Occupation:
8. Mother - Name and surname:
9. - Occupation:
10. - Usual address:
11. - Maiden surname:
12. -Surname at marriage or civil partnership:
(if different from maiden surname)
13. Informant - Qualification:
14. - Address:
(if different from 10 above)
15. - Signature:
16. Date of registration:
17. Signature of Registrar: Registrar

Form 3

Regulation 24(1)

PARTICULARS FOR REGISTRATION OF A DEATH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 21(1)

DEATH registered in the district of

1. Name and surname:
2. Sex:
3. Date of death:
4. Place of death:
5. Usual address:
(if different from place of death)
6. Status:
7. Date and place of birth:
8. Occupation:
9. Maiden surname:
(of woman who had married or entered
into a civil partnership)
10. Cause of death:
11. Forename(s), surname and occupation
of spouse or civil partner:
12. Forename(s), surname, maiden surname
and occupation of mother:
13. Forename(s), surname and occupation
of father or second female parent:
14. Qualification of informant:
15. Address of informant:
16. Signature of informant:
17. Date of registration:
18. Signature of Registrar: Registrar

**DECLARATION BY MOTHER OF A CHILD FOR THE REGISTRATION/
RE-REGISTRATION OF A BIRTH**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 14(3)(b)(i) or
14ZA(3)(b)(i)

For use where the child’s parents are not married to each other or in a civil partnership with each other and the mother produces a statutory declaration of parentage made by the father or the second female parent

I,.....

residing at

do hereby solemnly and sincerely declare that

of

is the *father/second female parent of *MALE/FEMALE child named

born to me on theday of 20

at

and I request that the father’s/second female parent’s* name be recorded as such in the entry of birth of the said child.

Signature

Declared before me this day of 20.....

Signature of Registrar or Deputy Registrar for the District of

*Delete as appropriate

DECLARATION BY FATHER OR SECOND FEMALE PARENT OF A CHILD FOR THE REGISTRATION/RE-REGISTRATION OF A BIRTH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 14(3)(c)(i) or 14ZA(3)(c)(i)

For use where the child’s parents are not married to each other or in a civil partnership with each other and the father or second female parent produces a statutory declaration of parentage made by the mother

I,

residing at

do hereby solemnly and sincerely declare that I am the *father/second female parent of the

*MALE/FEMALE child named

born to

on the day of 20

at

and I request that my name be recorded as such in the entry of birth of the said child.

Signature

Declared before me this day of20

Signature of Registrar or Deputy Registrar
for the District of

*Delete as appropriate

**DECLARATION BY PARENT ON REQUEST FOR REGISTRATION/
RE-REGISTRATION OF A BIRTH**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 14(3)(d)–(g) or
14ZA(3)(d)–(f)

For use where the child’s parents are not married to each other and there is produced to the
Registrar an order mentioned in Article 14(3) or 14ZA(3) of the Order

I, (full name)

of (address)

am the ±mother/father/second female parent of (child’s full name and surname)

.....

born to (full name of child’s mother)

on (date of birth)

at (place of birth)

*I do solemnly declare that the order detailed below has not been brought to an end or discharged
by an order of a court.

(details of order)

*I do solemnly declare that the parental responsibility agreement made on(date)

between and (names of parties to agreement)

in respect of (child’s full name and surname)

was made in compliance with Article 7 of the Children (Northern Ireland) Order 1995 and has not
been brought to an end by an order of a court.

Signature

Declared before me this day of20.....

Signature of Registrar or Deputy Registrar for the District of

± delete as appropriate

* complete the appropriate statement

CERTIFICATE OF STILL-BIRTH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 15(3)

To be given only in respect of a child which has been completely expelled or extracted from its mother after the twenty-fourth week of pregnancy and which did not at any time after such expulsion or extraction breathe or show any other evidence of life

Insert a tick in appropriate box

- I was present at the still-birth of a child born
- I have examined the body of a child which I am informed and believe was born
at
on to
of

I hereby certify that

- (i) the child was not born alive,
- (ii) the sex was
- (iii) to the best of my knowledge and belief the cause of the still-birth, the estimated duration of pregnancy of the mother and the weight of the foetus were as stated below:

CAUSE OF THE STILL-BIRTH		
I Direct Cause State foetal or maternal condition directly causing the still-birth.	I (a) due to (b) due to (c)	Estimated duration of Pregnancy Weeks Weight of foetus
Antecedent causes State foetal and/or maternal conditions, if any, giving rise to the above cause, stating the underlying cause last.	II	
II Other significant conditions of foetus or mother which may have contributed to, but, in so far as is known, were not related to, direct cause of the still-birth		

Insert a tick in the appropriate box

- 1. The certified cause of the still-birth has been confirmed by post-mortem.
- 2. Post-mortem information may be available later.
- 3. Post-mortem not being held.

Signature

Qualifications as registered by
 General Medical Council:

Name (please print)

.....

Residence

GMC Registration No. or Registered
 No. as Certified Midwife

.....

.....

Date

**CORONER’S CERTIFICATE TO THE REGISTRAR AFTER INQUEST IN
RELATION TO A STILL-BIRTH**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 16(1)

To be given only in respect of a child which has been completely expelled or extracted from its mother after the twenty-fourth week of pregnancy and which did not at any time after such expulsion or extraction breathe or show any other evidence of life.

To be sent to the registrar within five days after inquest.

To the Registrar of Births and Deaths for the District of

I HEREBY CERTIFY that an inquest held by me on

at in the of

on the body of *male/female child I/the Jury found that the body was that of a *still-born child/that there was not sufficient evidence to show that the child was born alive.

The particulars required to be registered concerning the still-birth are as follows:

- 1. Name and surname:
(if specified)
 - 2. Sex:
 - 3. Date of still-birth:
 - 4. Place of still-birth:
 - 5. Cause of still-birth:
 - 6. Father/second female parent – Name and surname:
 - 7. – Occupation:
 - 8. Mother – Name and surname:
 - 9. – Occupation:
 - 10. – Usual address:
 - 11. – Maiden surname:
 - 12. – Surname at marriage or
civil partnership:
(if different from maiden
surname)
-

The weight of the foetus was

The estimated duration of the pregnancy was weeks

I have stated below the particulars specified in Schedule 2 to the Civil Registration Regulations (Northern Ireland) 2012.

Witness my hand this day of 20.....

Signature

Coroner for Residence

CONFIDENTIAL

In all cases: –

Mother's date and place of birth.

How many children has the mother given birth to in total, excluding the current birth or births being registered?

Live born Still-born

If multiple birth – state number of live births and still-births at this confinement (including this still-birth)

Live born Still-born

Has the mother been married more than once or entered into a civil partnership more than once?

Where parents are married to each other or in a civil partnership: –

Father's or second female parent's date and place of birth.

Date and place of marriage or civil partnership.

Form 9

Regulation 18(b)

CORONER'S NOTIFICATION TO THE REGISTRAR

to the effect that he does not consider it necessary to hold an inquest in the case of a **STILL-BIRTH** reported to him by the Registrar or from some other source.

Births and Deaths Registration (Northern Ireland) Order 1976, Article 16(1)

To be given only in respect of a child which has been completely expelled or extracted from its mother after the twenty-fourth week of pregnancy and which did not at any time after the expulsion or extraction breathe or show any other evidence of life.

A		B	
[Not to be filled up in cases where a post-mortem examination has been made by direction of the Coroner under section 28 of the Coroners Act (Northern Ireland) 1959]		[To be filled up only in cases where a post-mortem examination has been made by direction of the Coroner under section 28 of the Coroner's Act (Northern Ireland) 1959]	
The circumstances connected with the alleged still-birth of the child of of Which is said to have taken place on at have been reported to me. I do not consider it necessary to hold an inquest and I have issued my authority for the disposal of the body. The child was still-born. The cause of the still-birth was –		I hereby certify that as a result of a post-mortem examination of the body of the child of of whose still-birth is said to have taken place on at the cause of the still-birth as disclosed by the report of Dr who made the examination is as follows –	
I	I	I	I
Foetal or maternal condition directly causing the still-birth	(a) due to	Foetal or maternal condition directly causing the still-birth	(a) due to
Foetal and/or maternal conditions, if any, giving rise to the above cause, stating the underlying cause last	(b) due to	Foetal and/or maternal conditions, if any, giving rise to the above cause, stating the underlying cause last	(b) due to
	(c)		(c)

II	II
<p>Other significant conditions of foetus or mother which may have contributed to but, in so far as is known, were not related to the direct cause of the still-birth</p> <p>The weight of the foetus was</p> <p>The estimated duration of the pregnancy was weeks</p> <p>Signature</p> <p>Coroner for</p> <p>Residence</p> <p>Date</p>	<p>Other significant conditions of foetus or mother which may have contributed to but, in so far as is known, were not related to the direct cause of the still-birth</p> <p>The weight of the foetus was</p> <p>The estimated duration of the pregnancy was weeks</p> <p>I am satisfied that an inquest is unnecessary and I have issued my authority for the disposal of the body.</p> <p>Signature</p> <p>Coroner for</p> <p>Residence</p> <p>Date</p>

CERTIFICATE FOR PURPOSE OF DISPOSAL OF BODY OF STILL-BORN CHILD

Births and Deaths Registration (Northern Ireland) Order 1976, Article 15(6) and (7)

Form to be given on request to the qualified informant or to the person who has control over or who is effecting disposal of the body at a burial ground or other place, when a still-birth has been registered or when a written notice of a still-birth, accompanied by a doctor's or certified midwife's certificate of still-birth, has been given to the Registrar.

I certify that I have this day of 20

(a) the birth of a

(b) still-born child to

of

at

on the day of 20

Registrar's District

(a) Insert "registered" or "received written notice of".

(b) Insert "male" or "female".

NOTICE OF DISPOSAL (STILL-BIRTHS)

Return to be made to the appropriate Registrar of Births and Deaths by person who has control over, or ordinarily effects disposal of bodies at any burial ground or other place where the body of a still-born child was disposed of without the production of a Registrar's Certificate of Registration (or Receipt of Notice) or a Coroner's Authority

Births and Deaths Registration (Northern Ireland) Order 1976, Article 15(9)

To the Registrar of Births and Deaths for the District of

The following particulars relate to a still-born child/still-born children whose still-birth(s) occurred in your District and whose body was /bodies were disposed of at

Date of still-birth (if known)	Date of disposal	Address at which still-birth occurred	Name and address of mother	For use of Registrar of Births and Deaths
				Register Entry Number
				Signed _____
				Registrar

Signature of Disposal Authority's Officer

Date

Form 12

Regulation 23

MEDICAL CERTIFICATE OF CAUSE OF DEATH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 25(2)

Name of deceased

Usual residence

Place of death

Date of death day of20

Date on which last seen alive and treated by me for the undermentioned conditions
..... day of 20

Whether seen after death by me

Whether seen after death by another medical practitioner

		These particulars not to be entered in death register
CAUSE OF DEATH		Approximate interval between onset and death
I <i>Disease or condition directly leading to death*</i>	I (a) due to (or as a consequence of)
<i>Antecedent causes</i> Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last	(b) due to (or as a consequence of)
II <i>Other significant conditions contributing to the death, but not related to the disease or condition causing it</i>	(c)

I hereby certify that the above-named person has died as a result of the natural illness or disease for which he has been treated by me within twenty eight days prior to the date of death, and that the particulars and cause of death above written are true to the best of my knowledge and belief.

Signature Qualifications as registered by
General Medical Council

Name (please print)..... GMC Number

Residence Date

Health & Care Number of deceased should be entered here by certifying doctor

*This does not mean the mode of dying e.g. heart failure, asthenia, etc. It means the disease, injury or complication which caused death.

CERTIFICATE TO BE GIVEN TO THE QUALIFIED INFORMANT OR TO THE PERSON GIVING WRITTEN NOTICE OF A DEATH IN RESPECT OF WHICH A MEDICAL CERTIFICATE OF CAUSE OF DEATH HAS BEEN GIVEN TO THE REGISTRAR

Births and Deaths Registration (Northern Ireland) Order 1976, Article 29(1) and (2)

I certify that I have this day of 20

(a) the death of

said to have died on the day of 20

at

Witness my hand this day of 20

Registrar

District

(a) insert "registered" or "received written notice of"

NOTICE OF DISPOSAL (DEATHS)

Return to be made to the appropriate Registrar of Births and Deaths by person who has control over or ordinarily effects disposal of bodies at any burial ground or other place where the body of any person was disposed of without the production of a Registrar's Certificate, Certificate of Registration (or Receipt of Notice) or a Coroner's Authority.

Births and Deaths Registration (Northern Ireland) Order 1976, Article 30

To the Registrar of Births and Deaths for the District of

The following particulars relate to a person/persons whose death(s) occurred in your District and whose body was/bodies were disposed of at

Name of deceased	Date of death (if known)	Date of disposal	Address at which death occurred	Usual place of residence of deceased	For use of Registrar of Births and Deaths Register Entry No.
					Signed Registrar

Signature of Disposal Authority's Officer

Date

**STATUTORY DOCUMENT IN CASE OF ERROR OF FACT OR
SUBSTANCE IN A REGISTER OF BIRTHS, STILL-BIRTHS OR DEATHS**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 35(2)

Registrar's District

*I/We

of

being of the person whose

was entered on the day of20 at No.....

in the Register of of the above District do solemnly and sincerely declare

according to the best of * my/our knowledge and belief that it is erroneously stated

..... and that instead thereof it should be stated

.....

Signature(s) of person(s) }

making declaration}

Declared before me this day of 20.....

Signature of officer in whose presence declaration was made

Qualification

*Delete as appropriate

CERTIFICATE IN CASE OF ERROR OF FACT OR SUBSTANCE (OTHER THAN AN ERROR RELATING TO CAUSE OF DEATH) IN A CORONER'S CERTIFICATE CONCERNING A STILL-BIRTH OR A DEATH

Births and Deaths Registration (Northern Ireland) Order 1976, Article 35(3)

Registrar's District

I Coroner for the of

do hereby certify that in the Certificate signed by

respecting the dead body of /body of a still-born child born to

of on which an inquest was held

on the day of 20 it was erroneously stated that

..... whereas it should have stated that

..... as has been proved to my satisfaction by

Certified by me

Coroner for the of

this day of 20

**APPLICATION FOR RECORDING OF CHANGE OF NAME OR SURNAME
OF A CHILD UNDER 18 YEARS OF AGE**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 37(3)

The following information concerning the child must be supplied

1. Full name(s) and surname of child as registered
2. Date of Birth
3. Place of Birth
4. Sex
5. Mother's name(s), surname and maiden surname
6. Father's/Second Female Parent's name(s) and surname
7. Full name(s) and surname of child as changed
8. Date of any previous application for a change of name(s) or surname

*I/We make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835:

9. *I/We have given up the name(s)/surname[former name(s) and surname as shown at 1 above] for * my/our child and have adopted for all purposes the name(s)/surname[new name(s) and surname as shown at 7 above].

10. *I/We sincerely declare that the above particulars are correct and that *my/our child is known by the name and surname as stated at Section 7 above.

Name
Relationship to Child
(Signature)
Date
Full Postal Address
(inc postcode)
Tel. No
Declared before me this day of
..... 20

Name
Relationship to Child
(Signature)
Date
Full Postal Address
(inc postcode)
Tel. No
Declared before me this day of
..... 20

Signature of officer in whose presence
declaration was made

Name of officer in whose presence declaration
was made (please print)

Signature of officer in whose presence
declaration was made

Name of officer in whose presence declaration
was made (please print)

Qualification
Address or Company Stamp

Qualification
Address or Company Stamp

*Delete as appropriate

Form 18

Regulation 34(2)

**APPLICATION FOR RECORDING OF CHANGE OF NAME OR SURNAME
OF PERSON OVER 18 YEARS OF AGE**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 37(4)

The Applicant should supply the following information: —

1. Full name(s) and surname as registered
2. Date of Birth
3. Place of Birth
4. Sex
5. Mother's name(s), surname and maiden surname
6. Father's/Second Female Parent's name(s) and surname
7. Full name(s) and surname as changed
8. Date of any previous application for a change of name(s) or surname

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835:

9. I have given up the name(s)/surname [former name(s)/surname] and have adopted for all purposes the name(s)/surname [new name].

10. I sincerely declare that the above particulars are correct and that I am known by the name and surname as stated at Section 7 above.

Signature of Applicant

Date

Full Postal Address

Tel No/E mail address

Declared before me this day of 20.....

Signature of officer in whose presence declaration was made

Name of officer in whose presence declaration was made (please print)

Qualification

Address or office stamp:

SHORT BIRTH CERTIFICATE

Births and Deaths Registration (Northern Ireland) Order 1976, Article 40

Surname:

Name:

Sex:

Date of Birth:

District of Birth:

(a) Certified to be a true copy of an entry in a register
(For use where certificate is issued by a Registrar)

..... Registrar

..... Date

(b) Certified to be a true copy of an entry in a register in the custody of the Registrar General and given under the Seal of the General Register Office, Belfast ,
this day of 20
(For use where a certificate is issued from the General Register Office)

SHORT DEATH CERTIFICATE

Births and Deaths Registration (Northern Ireland) Order 1976, Article 40A

Name and surname:

Sex:

Date of Death:

Place of Death:

Usual Address:
(if different from place of
death)

Date and Place of Birth:

(a) Certified to be a true copy of an entry in a register
(For use where certificate is issued by a Registrar)

..... Registrar

..... Date

(b) Certified to be a true copy of an entry in a register in the custody of the Registrar General and
given under the Seal of the General Register Office, Belfast, this

..... day of 20

(For use where certificate is issued from the General Register Office)

**APPLICATION FOR AN ENTRY TO BE MADE IN THE RECORD OF
NORTHERN IRELAND CONNECTIONS**

Civil Registration Act (Northern Ireland), Section 31

**BIRTH/ DEATH/ MARRIAGE/ CIVIL PARTNERSHIP/
OVERSEAS RELATIONSHIP**

Information

This form is to be used to apply for the details of a birth, death, marriage, civil partnership or overseas relationship which occurred outside Northern Ireland to be recorded in the Record of Northern Ireland Connections. A copy of the entry in the register will be issued in respect of each application. Additional copies can also be purchased at the time of the application, or at any later time.

What qualifies a birth to be recorded?

One of the child's parents or grandparents was born in Northern Ireland; or
There is an entry in the Record of Northern Ireland Connections relating to a parent or grandparent of the child.

What qualifies a death to be recorded?

The deceased was born in Northern Ireland; or
A parent or grandparent of the deceased was born in Northern Ireland; or
There is an entry in the Record of Northern Ireland Connections in respect of a parent or grandparent of the deceased person; or
The person was normally resident in Northern Ireland, but died outside Northern Ireland.

What qualifies a marriage to be recorded?

One of the parties was born in Northern Ireland; or
A parent or grandparent of one of the parties was born in Northern Ireland; or
There is an entry in the Record of Northern Ireland Connection relating to a parent or grandparent of one of the parties; or
One of the parties was normally resident in Northern Ireland but married outside of Northern Ireland.

What qualifies a civil partnership or overseas relationship to be recorded?

One of the parties was born in Northern Ireland; or
A parent or grandparent of one of the parties was born in Northern Ireland; or
There is an entry in the Record of Northern Ireland Connections relating to a parent or grandparent of one of the parties; or
One of the parties was normally resident in Northern Ireland but formed a civil partnership/relationship outside of Northern Ireland.

SECTION 1 – APPLICANT’S DETAILS

Full Name:

Full Postal Address (inc Postcode)

Daytime Tel No:

E mail Address:

SECTION 2 – DETAILS OF EVENT TO BE RECORDED

Full Forename(s):

Full Surname:

Country of Birth, Death, Marriage, Civil Partnership or Overseas Relationship:

Date of Birth, Death, Marriage, Civil Partnership or Overseas Relationship (DD/MM/YYYY):

SECTION 3 – DETAILS OF THE NORTHERN IRELAND CONNECTION

BIRTH – Please complete if you are applying for a birth to be recorded in the Record of Northern Ireland Connections

A. The person whose birth is subject of this application has a parent or grandparent who was born in Northern Ireland:

(Please give details of the parent’s or grandparent’s birth)

Full Forename(s):

Full Surname:

Place of Birth:

Date of Birth (DD/MM/YYYY)

OR

B. There is an entry in the Record of Northern Ireland Connections relating to one of the parents or grandparents of the person whose birth is subject of this application:

(Please give details of the existing event in the Record of Northern Ireland Connections)

Type of Event: Birth/Death/Marriage/Civil Partnership/Overseas relationship

Full Forename(s):

Full Surname(s):

Place of Event:

Date of Event:

DEATH – Please complete if you are applying for a death to be recorded in the Record of Northern Ireland Connections:

A. The person whose death is subject of this application was born in Northern Ireland or has a parent or grandparent who was born in Northern Ireland.

(Please give details of the deceased’s birth or their parent’s or grandparent’s birth)

Full Forename(s):

Full Surname(s):

Place of Birth:

Date of Birth (DD/MM/YYYY):

OR

B. There is an entry in the Record of Northern Ireland Connections relating to one of the parents or grandparents of the person whose death is the subject of this application.

(Please give details of the existing event in the Record of Northern Ireland Connections)

Type of Event: Birth/Death/Marriage/Civil Partnership/Overseas Relationship

Full Forename(s):

Full Surname(s):

Place of Event:

Date of Event (DD/MM/YYYY):

OR

C. The person whose death is the subject of this application was normally resident in Northern Ireland at the following address but died outside Northern Ireland.

Postal Address:

MARRIAGE – Please complete if you are applying for a **marriage** to be recorded in the **Record of Northern Ireland Connections**

A. The person whose marriage is the subject of this application was born in Northern Ireland or has a parent or grandparent who was born in Northern Ireland.

(Please give details of the person's birth or details of their parent's or grandparent's birth)

Full Forename(s):

Full Surname:

Place of Birth:

Date of Birth (DD/MM/YYYY):

OR

B. There is an entry in the Record of Northern Ireland Connections relating to one of the parents or grandparents of the person whose marriage is the subject of this application.

(Please give details of the existing event in the Record of Northern Ireland Connections)

Type of Event: Birth/Death/Marriage/Civil Partnership/Overseas Relationship

Full Forename(s):

Full Surname(s):

Place of Event:

Date of Event (DD/MM/YYYY):

OR

C. The person whose marriage is the subject of this application was normally resident in Northern Ireland at the following address, but married outside of Northern Ireland.

Postal Address:

CIVIL PARTNERSHIP/OVERSEAS RELATIONSHIP – Please complete if you are applying for a civil partnership or overseas relationship to be recorded in the Record of Northern Ireland Connections

A. The person whose civil partnership/overseas relationship is the subject of this application was born in Northern Ireland or has a parent or grandparent who was born in Northern Ireland.

(Please give details of the person's birth or details of their parent's or grandparent's birth)

Full Forename(s):

Full Surname:

Place of Birth:

Date of Birth (DD/MM/YYYY):

OR

B. There is an entry in the Record of Northern Ireland Connections relating to one of the parents or grandparents of the person whose civil partnership or overseas relationship is the subject of this application.

(Please give details of the existing event in the Record of Northern Ireland Connections)

Type of Event: Birth/Death/Marriage/Civil Partnership/Overseas Relationship

Full Forename(s):

Full Surname(s):

Place of Event:

Date of Event (DD/MM/YYYY):

OR

C. The person whose civil partnership/overseas relationship is the subject of this application was normally resident in Northern Ireland at the following address but formed a civil partnership/overseas relationship outside Northern Ireland.

Postal Address:

SECTION 4 – SUPPORTING DOCUMENTATION REQUIRED

The following documentation is required to process the application and should be forwarded with the completed application form:

- (1) Original or certified copy of the birth, death, marriage/civil partnership/overseas relationship certificate relating to the event being recorded.
- (2) English translation of the information contained in that certificate, (if applicable)

SECTION 6 – APPLICANT'S SIGNATURE (must be completed)

Signature: Date

**APPLICATION FOR THE NOTIFICATION OF A BIRTH OR DEATH
REGISTRATION TO A THIRD PARTY**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 40(B)

INFORMATION

This form is to be used to apply for details of a birth or death registration to be notified to a Government Department or private sector organisation.

Who can apply for details of a birth or death registration to be notified to a third party?

The person who provided the information for the registration of the birth or death.

Who can be notified of a birth or death registration?

Government Departments and private sector organisations, such as pensions and insurance companies, banks, building societies etc. A full list of participating organisations is available in the accompanying information leaflet.

When can an application be made for details of a birth or death registration to be notified to a third party?

At the time of registration.

SECTION 1 – APPLICANT’S DETAILS

Full Name:

Full Postal Address (inc postcode):

Daytime Tel No:

E mail Address:

SECTION 2 – DETAILS OF BIRTH OR DEATH REGISTRATION TO BE NOTIFIED

Full Name and Surname as registered at birth/death:

Date of Birth/Death:

Place of Birth/Death:

Sex:

**SECTION 3 – ORGANISATIONS TO BE NOTIFIED OF THE BIRTH OR DEATH
REGISTRATION**

Please indicate which organisations are to be notified – these should be selected from the list contained in the information booklet and should be detailed beside the relevant category below:

- Government Department
- Pension Company
- Insurance Company
- Bank
- Building Society
- Other

SECTION 4 – APPLICANT’S SIGNATURE

Signature: Date:

**APPLICATION FOR THE NOTIFICATION OF A MARRIAGE
REGISTRATION TO A THIRD PARTY**

Article 35A of the Marriage (Northern Ireland) Order 2003

INFORMATION

This form is to be used to apply for details of a marriage registration to be notified to a Government Department or private sector organisation.

Who can apply for details of a marriage registration to be notified to a third party?

Either of the parties to the marriage.

Who can be notified of a marriage registration?

Government Departments and private sector organisations, such as pension and insurance companies, banks, building societies etc. A full list of participating organisations is available in the accompanying information leaflet.

When can an application be made for details of a marriage registration to be notified to a third party?

At the date of registration or within 6 weeks of that date.

SECTION 1 – APPLICANT’S DETAILS

Full Name:

Full Postal Address (inc postcode):

Daytime Tel No:

E Mail Address:

SECTION 2 – DETAILS OF MARRIAGE REGISTRATION TO BE NOTIFIED

Full Name and Surname (Party 1):

Full Name and Surname (Party 2):

Date of Marriage:

Place of Marriage:

**SECTION 3 – ORGANISATIONS TO BE NOTIFIED OF A MARRIAGE
REGISTRATION**

Please indicate which organisations are to be notified – these should be selected from the list contained in the information booklet and should be detailed beside the relevant category below:

- Government Department
- Pension Company
- Insurance Company
- Bank
- Building Society
- Other

SECTION 4 – APPLICANT’S SIGNATURE

Signature: Date:

**APPLICATION FOR THE NOTIFICATION OF A CIVIL PARTNERSHIP
REGISTRATION TO A THIRD PARTY**

Section 155(A) of the Civil Partnership Act 2004

INFORMATION

This form is to be used to apply for details of a civil partnership registration to be notified to a Government Department or private sector organisation.

Who can apply for details of a civil partnership registration to be notified to a third party?

Either of the parties to the civil partnership.

Who can be notified of a civil partnership registration?

Government Departments and private sector organisations, such as pension and insurance companies, banks, building societies etc. A full list of participating organisations is available in the accompanying information leaflet.

When can an application be made for details of a civil partnership registration to be notified to a third party?

At the date of registration or within 6 weeks of that date.

SECTION 1 – APPLICANT’S DETAILS

Full Name:

Full Postal Address (inc postcode):

Daytime Tel No:

E mail Address:

SECTION 2 – DETAILS OF CIVIL PARTNERSHIP REGISTRATION TO BE NOTIFIED

Full Name and Surname (Party 1):

Full Name and Surname (Party 2):

Date of Civil Partnership:

Place of Civil Partnership:

**SECTION 3 – ORGANISATIONS TO BE NOTIFIED OF A CIVIL PARTNERSHIP
REGISTRATION**

Please indicate which organisations are to be notified – these should be selected from the list contained in the information booklet and should be detailed beside the relevant category below:

- Government Department
- Pension Company
- Insurance Company
- Bank
- Building Society
- Other

SECTION 4 – APPLICANT’S SIGNATURE

Signature: Date:

**APPLICATION FOR THE NOTIFICATION OF A CHANGE OF NAME OR
SURNAME TO A THIRD PARTY**

Births and Deaths Registration (Northern Ireland) Order 1976, Article 37(4B)

INFORMATION

This form is to be used to apply for details of a change of name or surname to be notified to a Government Department or private sector organisation.

Who can apply for details of a change of name or surname to be notified to a third party?

The person who made the application to have the change of name or surname recorded on the birth entry. In the case of a person under 18 years of age this will be the person who applied for the name or surname change for the child.

Who can be notified of a change of name or surname?

Government Departments and private sector organisations, such as pension and insurance companies, banks, building societies etc. A full list of participating organisations is available in the accompanying information leaflet.

When can an application be made for details of a change of name or surname to be notified to a third party?

At the time the change of name or surname application form is submitted; or
Within 6 weeks of the notification that the change of name or surname has been recorded on the birth entry.

SECTION 1 – APPLICANT’S DETAILS

Full Name:

Full Postal Address (inc postcode):

Daytime Tel No:

E mail Address:

SECTION 2 – DETAILS OF CHANGE OF NAME OR SURNAME

Full Name and Surname as registered:

Full Name and Surname as changed:

Date of Birth:

Place of Birth:

Sex:

Mother’s Name and Maiden Surname:

Father’s/Second Female Parent’s name and surname:

SECTION 3 – ORGANISATIONS TO BE NOTIFIED OF THE CHANGE OF NAME OR SURNAME

Please indicate which organisations are to be notified – these should be selected from the list contained in the information booklet and should be detailed beside the relevant category below:

- Government Department
- Pension Companies
- Insurance Companies
- Bank
- Building Society
- Other

SECTION 4 – APPLICANT’S SIGNATURE

Signature: Date:

ADDITIONAL PARTICULARS CONCERNING BIRTHS AND STILL-
BIRTHS

Births and Deaths Registration (Northern Ireland) Order 1976, Article 10(4)(b)(ii)

In all cases:

Mother's date and place of birth

How many children has the mother given birth to in total, excluding the current birth or births being registered:

Live born:

Still born:

Has the mother been married more than once or entered into a civil partnership more than once?

Where parents are married to each other or in a civil partnership with each other:

Father's or second female parent's date and place of birth

Date and place of marriage or civil partnership

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe the particulars required for the registration of a birth, still-birth or death under the Births and Deaths Registration (Northern Ireland) Order 1976.

They also:

- prescribe the form of the various applications, certificates, declarations and notices relating to civil registrations;
- describe how the various registers are to be maintained;
- provide for remote access to, or the release of, the information which is held in the civil registers;
- provide for applications to have a relevant event registered in the Record of Northern Ireland Connections.

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