

Application for certificate of Birth/Death/Marriage/Adoption/Civil Partnership
Office of the Registrar General, Government Offices, Convent Road, Co. Roscommon, F42 VX53.

Phone No: 090 6632900

How Do I Apply?

- In Person:** Complete details below and present at public counter.
- By Post:** Complete details below and post to the address above.
- By Fax:** Complete details below and fax to +353 906632999.

Section 1: Certificates and Associated Services

Type	Description	Cost €
Certificate (Long Form Certificate)	This is a certified copy of an entry in the register and is the certificate used for legal and administrative purposes.	€20.00
Photocopy	Photocopies of entries in the registers are also available. Photocopies contain the same information as the certificate but are only of use for research purposes.	€4.00
Specified Services Certificate	Certain Departments/Organisations have legislative provision to allow for the purchase of certificates at the reduced price of €1 for certain specified services. These applications for specified services certificates must be accompanied by a letter from the relevant Department/Organisation.	€1.00
Authenticated	This is required in certain circumstances only (in addition to the certified copy) and is available on request from the Civil Registration Office, Convent Road, Roscommon, Ireland, F42 VX53.	€10.00
Multilingual Standard Form (MSF)	A Multilingual Standard Form is issued only when you obtain a certificate from the General Register Office and it must be requested when applying for the certificate. The EU Regulation governing MSFs provides that they can be issued for birth, death, marriage and civil partnership certificates. The purpose of the MSF is to facilitate the translation of the public document to which it is attached and in itself it has no legal effect. You must indicate the EU language that the MSF is required in if you choose this option.	No Fee

Section 2: How Do I Pay?

- Cheque:** Please note that cheques should be made payable to 'Civil Registration Service'. **Only Euro cheques drawn on a branch of a bank located in the Republic of Ireland will be accepted.**
- Card:** Credit Card or Debit Card.

Section 3: How will I receive my certificate?

Certified copies (certificates) are printed on secure paper and must be posted. If you are purchasing a photocopy we can e-mail the photocopy to you instead of posting it. Please indicate if you want to have the photocopy e-mailed to you in Section 4 overleaf.

Data Policy: The Civil Registration Service administers Ireland's system of civil registration. A person is required by law to provide personal data to register a life event (birth, stillbirth, death or marriage) and personal data may be exchanged with other public bodies and public authorities where provided by law. A person is required to provide personal data when applying for certificates of vital events and for searches of indexes to the civil registers. The data policy of the Civil Registration Service is available at www.groireland.ie or in hard copy on request.

Section 4: Details of person applying for the certificate

Applicant's Forename:		Applicant's Surname:	
Address:			
Telephone No:		E-mail address:	
If this application is for a photocopy we can e-mail it to you at the above e-mail address – Tick here if you wish for it to be emailed to you. <input type="checkbox"/>			

Section 5 : Details of person whose certificate is required

PLEASE COMPLETE ALL FIELDS POSSIBLE (FOR THE CERTIFICATE YOU REQUIRE) SO THE ENTRY CAN BE FOUND

Birth Certificate/Adoption Certificate

Name of person whose birth certificate is required:			
Date of birth:		Place of birth (if possible):	
Father's Name:		Mother's Maiden Name: (incl. forename)	
Tick here if the person has been legally adopted: <input type="checkbox"/>			
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Photocopy <input type="checkbox"/> Specified Services <input type="checkbox"/> Authenticated Certificate <input type="checkbox"/> Multilingual Standard Form (MSF)			
EU Language of MSF:			

Marriage/Civil Partnership Certificate

Names and Surnames of the parties:			
Date and place of marriage/civil partnership:			
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Photocopy <input type="checkbox"/> Specified Services <input type="checkbox"/> Authenticated Certificate <input type="checkbox"/> Multilingual Standard Form (MSF)			
EU Language of MSF:			

Death Certificate

Name and Surname:			
Age or date of birth of Deceased:		Date of Death:	
Place of Death:		Address (if possible):	
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Photocopy <input type="checkbox"/> Specified Services <input type="checkbox"/> Authenticated Certificate <input type="checkbox"/> Multilingual Standard Form (MSF)			
EU Language of MSF:			

Section 6: Further Details

ALL APPLICATIONS FOR SPECIFIED SERVICES CERTIFICATES MUST BE ACCOMPANIED BY A LETTER FROM THE RELEVANT OFFICE/AGENCY.

Method of Payment:

Cheque Credit Card Debit Card

If paying by credit card, please indicate whether: MasterCard Visa

If paying by Credit Card/Debit Card all of the following details must be furnished:

Name of Card Holder (**Block Capitals**): _____

Credit Card Billing Address: _____

Signature of Card Holder: _____ Expiry Date(mm/yyyy): /

Card Number: ------

3 Security digits (located on the back of card)

Official Use

DATE STAMP