

Application for certificate of Birth/Death/Marriage/Adoption/Civil Partnership  
Office of the Registrar General, Government Offices, Convent Road, Roscommon  
Phone No: 090 6632900

**How Do I Apply?**

**In Person:** Complete details below and present at public counter.

**By Post:** Complete details below and send to Civil Registration Office,  
Office of the Registrar General,  
Government Offices,  
Convent Road,  
Roscommon,  
Co. Roscommon,  
Ireland.

**By Fax:** Complete details below and fax to +353 906632999.

**Section 1: Types and Costs of Certificates**

Type	Description	Cost €
<b>Certificate (Long Form Certificate)</b>	This is a certified copy of an entry in the register and is the certificate used for legal and administrative purposes.	€20.00
<b>Photocopy</b>	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
<b>Specified Services Certificate</b>	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
<b>Authenticated</b>	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.	€10.00

**Section 2: How Do I Pay?**

**Cash:** Personal applications only please. **Only Euro Cash will be accepted.**

**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.**

**Credit Card:** Mastercard and Visa credit cards are accepted.

**Debit Card:** Mastercard and Visa debit cards are accepted.

**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](http://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

**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

**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

**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