

Application for certificate of Birth/Death/Marriage/Adoption/Civil Partnership

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 €
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 (€22.00 for adoption certificates includes search fee)
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 (€6.00 for adoption photocopies – includes search fee)
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.	€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:** Laser Card 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.

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.			

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:			
Tick as appropriate:	Long Form Certificate	Photocopy	Specified Services Authenticated Certificate

Marriage/Civil Partnership Certificate

Names and Surnames of the parties:			
Date and place of marriage/civil partnership:			
Tick as appropriate:	Long Form Certificate	Photocopy	Specified Services Authenticated Certificate

Death Certificate

Name and Surname:			
Age of Deceased:		Date of Death:	
Place of Death:		Address:	
Tick as appropriate:	Long Form Certificate	Short Certificate	Photocopy Specified Services 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 Laser/Visa 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