

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

Phone No: 090 6632900

Please download this form, type the details and e-mail the form to:
GROonlinepayments@groireland.ie

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 scanned copy of 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 will I receive my certificate(s)?

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 below.

Section 3 – Payment online

When your application has been processed an e-mail will be sent to you. This e-mail will advise you of the fee due, and will have a secure link which allows you to make the payment directly to the General Register Office by credit or debit card. You will need to click on the '**Pay Now**' button to make the payment. A receipt automatically issues by e-mail to you when the payment is made. The General Register Office will also receive a confirmation e-mail and the order will be issued by post or e-mail (as indicated in Section 4 for photocopies only).

Section 4 - Details of person applying for the certificate(s)

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 certificate(s) required

If birth/death/marriage/adoption/civil partnership certificates are required for more than one event this page or relevant sections of this page can be repeated as many times as necessary in the application. Section 4 is only required to be completed once for each application.

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				