

# Application for Birth Certificate

## How Do I Apply?

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

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

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

## Types and Costs of Certificates

Type	Description	Cost €
Birth Certificate	This is a certified copy of an entry in the Adopted Children Register and can be used for legal and administrative purposes.	€10.00
Additional copies	Each additional copy requested as part of this order	€8.00
Specified Services Certificate	This is a full copy of the registered entry. Certain Departments/Organisations have legislative provision to allow for the purchase of certificates at a reduced price of €1 for certain specified services. Proof that the certificate is needed for such purpose will be required from the relevant agency.	€1.00
Authenticated	This is required in certain circumstances (in addition to the copy of the registered entry) and is available on request from the General Register Office, Convent Road, Roscommon, Ireland.	€10.00

**Note** Photocopies of entries in the registers are also available at a cost of €6.00, (additional photocopies €4.00). These contain exactly the same information as a Certificate but are only of use for research purposes.

## 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. The name of the applicant and the name on the credit card must be the same.

**Debit Card:** Laser Card and Visa debit cards are accepted. The name of the applicant and the name on the debit card must be the same.

## 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 1 overleaf.

# Application for Certified Copy of an entry in the Adopted Children Register

- PLEASE COMPLETE USING BLOCK CAPITALS.
- ITEMS MARKED WITH \* MUST BE COMPLETED.
- INCOMPLETE FORMS MAY BE RETURNED.

## SECTION 1: Details of person applying for the certificate

\*Applicant's Forename: ..... \*Applicant's Surname: .....

\*Full Postal Address: .....

Telephone: ..... E-mail Address: .....

If this application is for a photocopy please tick the box if you wish to have it e-mailed to you at this email address:

## SECTION 2: Details of person whose birth certificate is required

\*Surname: ..... \*Date of Birth (dd/mm/yyyy): .....

\*Forename(s) in full: .....

PPS Number (if known): ..... Sex: .....

\*Mother's Surname: ..... \*Mother's Forename: .....

\*Father's Surname: ..... \*Father's Forename: .....

Father's Occupation: ..... Mother's Occupation: .....

## SECTION 3: Further Details

**PLEASE ENTER NUMBER AND TYPE OF CERTIFICATES REQUIRED IN THE RELEVANT BOXES. DETAILS OF CERTIFICATE TYPES AND COSTS ARE SHOWN ABOVE.**

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

Certificate  Specified Services  Authenticated  Photocopy

**Method of Payment:**

Cash  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) -----