

Application for Marriage/Civil Partnership 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 €
Certificate	This is a full copy of the registered entry and can be used for legal and administrative purposes.	€20.00
Specified Services Certificates	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 €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.

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- 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 marriage/civil partnership certificate is requested

1st Party

2nd Party

*Surname: | *Surname:
*Forename: | *Forename:
PPS Number (if known): | PPS Number (if known):
*Date of Marriage/Civil Partnership (dd/mm/yyyy):

Place of Marriage/Civil Partnership and denomination (if any):

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

Full (Long Form) 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 back of card) --