

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](mailto:GROonlinepayments@groireland.ie)**

### 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 scanned copy of 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 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 received 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 processed and issued by post or e-mail (as indicated in Section 4 for photocopies only).

If an entry cannot be located you will be issued with a certificate of "no trace" and your card will be refunded.

**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(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. <input type="checkbox"/>			

### 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:	<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			