

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 Office,
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 (includes €2 search fee)	€22.00
Additional copies	Each additional copy requested as part of this order	€20.00
Specified Services Certificate	This is a full copy of the registered entry. Proof that the certificate is needed for such purpose will be required from the relevant office/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 Civil Registration 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.

