

**Corrections & Re-Registrations Section  
Room D2.09**

**General Register Office  
(England and Wales)**

**PERSONAL**

Direct Dial 0151 471 4806  
Fax 0151 471 4523  
Minicom 0151 471 4530

Date:

Dear

With reference to your recent enquiry, you may be aware that the law does provide for the Registrar General to authorise the registration of a birth some years after the event. For this to happen, the Registrar General must be satisfied that the birth has not already been registered and after this lapse of time, he needs some documentary evidence of the date and place of birth which dates back to early childhood. There must also be a person available who would be willing to attend at a superintendent registrar's office in England or Wales, to give information for the registration and sign the register.

If all these conditions cannot be met, it will not be possible for the birth to be registered or a birth certificate issued. If you complete the form as fully as possible and return it to this Office with any documents that you think may help to confirm the date and place of birth we shall be glad to advise you on the best course to take to overcome any difficulties that may have arisen due to the lack of a birth certificate.

Yours sincerely

DETAILS OF PERSON TO BE REGISTERED				
FORENAMES	SURNAME	SEX	PLACE OF BIRTH	DATE OF BIRTH
			(please give exact address)	
MOTHER'S DETAILS				
FORENAMES	PRESENT SURNAME	MAIDEN SURNAME		ANY OTHER SURNAMES USED
PLACE OF BIRTH:		OCCUPATION:		
DETAILS OF ALL MOTHER'S MARRIAGES				
(please supply certificates if available, or if marriage(s) in England or Wales, full details)				
IF MOTHER DECEASED, DATE AND PLACE OF DEATH:				
FATHER'S DETAILS				
FORENAMES	SURNAME	OCCUPATION	PLACE OF BIRTH	
IF FATHER DECEASED, DATE AND PLACE OF DEATH :				

**To register a birth it is necessary to have a properly qualified person to give information for the registration. This person is called the INFORMANT. The law defines those who are qualified to give information as set out in the form below.**

<b>QUALIFIED INFORMANT</b>	
<b>NAME AND ADDRESS</b> (Please insert name and address of the person who is prepared to attend a register office to register the birth)	
<b>QUALIFICATION</b> (please tick appropriate qualification)	<ul style="list-style-type: none"> <li>• a) one of the parents</li> <li>• b) the occupier of the house in which child was born</li> <li>• c) the chief resident officer of the hospital or institution in which birth occurred</li> <li>• d) a person who was present at the birth</li> <li>• e) a person who had charge of the child</li> </ul>
Please state the district the proposed informant wishes to attend to register the birth	

**The Registrar General also needs to see documentary evidence to confirm both the date and place of birth. The following may be helpful in establishing what may be acceptable as evidence:**

**(Please tick what evidence is being enclosed)**

- 1. STATEMENT FROM THE DOCTOR OR MIDWIFE. This should be a written statement from the records of the Doctor or the Midwife who attended the mother at the birth, or from Hospital records where the birth occurred. It should include the name of the mother, the date and place of the birth and the sex of the child.
- 2. NOTIFICATION OF THE BIRTH: You may be able to obtain from the District Medical Officer a copy of the notification of the birth to the local health authority.

**If neither 1 nor 2 above is available, the alternative evidence mentioned below may be sufficient:**

- 3. STATEMENT FROM SOMEONE PRESENT AT THE BIRTH (OR IN OR ABOUT THE HOUSE AT THE TIME OF THE BIRTH). The statement should be made by someone other than the parents or proposed informant. It should state that the mother gave birth to a child on a specified date in a specified place. If it is made by an elder brother or sister, his or her date and place of birth should also be stated. **This statement must be accompanied by evidence of the date of birth in one of the forms shown below.**
- 4. CERTIFICATE OF BAPTISM, provided that the child was baptized in infancy and the certificate shows the date of birth.
- 5. CERTIFIED EXTRACT FROM SCHOOL ADMISSION REGISTER, taken from the register of the earliest school the child attended.

**WE MAY BE ABLE TO GIVE FURTHER ADVICE IF YOUR APPLICATION IS URGENT, OR IF YOU ARE HAVING DIFFICULTY IN OBTAINING EVIDENCE :**

REASON A CERTIFICATE IS NEEDED	NAME AND ADDRESS OF GOVERNMENT DEPARTMENT WHICH NEEDS CERTIFICATE
APPLICANT'S NAME AND ADDRESS (please also include telephone number)	SIGNATURE OF APPLICANT