

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,
General Register Office,
Government Offices,
Convent Road,
Roscommon,
Co. Roscommon,
Ireland.*
- By Fax:** Complete details below and fax to +353 (0) 90 6632999.

Types and Costs of Certificates

Type	Description	Cost €
Full (Long Form) Certificate	This is a copy of an entry in a life event register and is acceptable for most legal and administrative purposes.	€10.00
Adoption Certificate	This is a certified copy of an entry in the Adopted Children Register and is acceptable for most legal and administrative purposes.	€10.00
Short Certificate	This is a short form of a full certificate. It does not contain as much detail as the full certificate and is generally not acceptable for legal or administrative purposes.	€10.00
Additional Copies	Each additional copy requested as part of this order.	€8.00
Specified Services	This is also a long form certificate, available at a reduced price. It is not acceptable for legal or other administrative purposes. See Note 3.	€1.00
Authentications	The authentication of certificates is sometimes required for legal purposes. This is carried out at The General Register Office, Convent Road, Roscommon, only.	€10.00

Note 1 If the record requested cannot be found, a search fee of €4.00 applies.

Note 2 Photocopies of entries in The Adoption Register are also available at a cost of €6.00, (additional copies - €4.00). These contain exactly the same information as a Certificate but are of use for research purposes only.

Note 3 Specified Services Certificates from the Adopted Children Register are available from the Civil Registration Service, General Register Office, Convent Road, Roscommon, only.

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 **The Civil Registration Service.**
Only Euro cheques drawn on an Irish bank will be accepted.
- CreditCard:** MasterCard and Visa credit cards are accepted. The name of the applicant and the name on the credit card must be the same.

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:

SECTION 2: Details of person whose certificate is required

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

*Forename(s) in full:

Sex:

*Mother's Surname: *Mother's Forename:

*Father's Surname: *Father's Forename:

Father's Occupation: Mother's Occupation:

