

Application for Death 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*
- By Tel:** +353 (0) 90 663 2900
LoCall: 1890 252 076
By Fax: Complete details below and fax to +353 (0) 90 663 2999

Type	Description	Costs (€)
Full (Long Form)	This is a full copy of the registered entry and can be used for most legal and administrative purposes.	€10.00
Additional Copies	Additional copies when requested as part of this order	€8.00
Specified Services. (aka Social Welfare Cert)	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. See Note 3	€1.00
Authentication	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, Office of the Registrar General, Government Offices, Convent Road, Roscommon, Co. Roscommon	€10.00

Note 1 If the record you have requested cannot be found, a search fee of €2.00 will be charged.

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

Note 3 Specified Services Certificates are only available from the General Register Office in respect of Registers that are in the sole possession of this office i.e. Register of Adopted Children and Non-Catholic Marriages. Specified Services Certificates for Births, Death and Roman Catholic Marriages are only available from the appropriate County Superintendents Office.

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 Registration Office** **Only Euro cheques drawn on an Irish bank will be accepted.**
- Credit/Debit Card:** MasterCard and Visa credit cards are accepted. The name of the applicant and the name on the credit card must be the same. Laser Debit cards are accepted but only where presented in person at public counter.

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- PLEASE COMPLETE USING BLOCK CAPITALS.
- ITEMS MARKED WITH * SHOULD BE COMPLETED. INCOMPLETE FORMS MAY BE RETURNED.

SECTION 1 Details of Person who is Requesting the Certificate

*Applicants Forename: *Address:

*Applicant's Surname:

Phone Number:

Email Address:

SECTION 2: Details of Person whose Death Certificate is Requested

*Surname:

*Forename(s) in full:

*Date of Death (dd/mm/yy): *Date of Birth (dd/mm/yyyy) or Approx Age:

PPS Number (if known):

*Place of Death :

*Sex:

Occupation:

*Marital Status:

SECTION 3: Further Details

Please enter the number and type of certificates required in the relevant boxes. See explanation of different types of certificate overleaf, including certificate costs and postal charges.

Full (Long Form) Specified Services Short Authenticated
Photocopy

Method of Payment:

Cash Cheque Credit Card

If paying by credit card, please indicate whether MasterCard Visa

Note: Debit card payments can only be accepted from personal callers to our public counter.

Signature of Card Holder:..... Expiry Date (mm/yy):.....

Card Number: - - - -

Official Use

DATE STAMP