

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 €
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 (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. These certificates can be obtained from any Civil Registration Office. See Note 3.	€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 1 If the record you have requested cannot be found, a search fee of €4.00 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 from the Adopted Children's Register are only available from the Civil Registration Office, Convent Road, Roscommon.

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.**
- CreditCard:** MasterCard and Visa credit cards are accepted. The name of the applicant and the name on the credit card must be the same.

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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 applying for the certificate

*Applicant's Forename: *Applicant's Surname:
*Full Postal Address:
Telephone: E-mail Address:

SECTION 2: Details of person whose birth certificate is requested

PPS Number (if known): * Date of Birth (dd/mm/yyyy):
*Birth Surname:
*Forename(s) in full:
*Address of Place of Birth (Hospital/Home):
Town: County: Sex:
*Mother's Birth Surname: Mother's Forename:
Father's Surname: Father's Forename:
Father's Occupation: Mother's Occupation:
*Has the person to whom the record refers been legally adopted? Yes No

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. *ALL APPLICATIONS FOR REDUCED FEE CERTIFICATES REQUIRED FOR SOCIAL WELFARE PURPOSES MUST BE ACCOMPANIED BY A LETTER FROM THE DEPARTMENT OF SOCIAL AND FAMILY AFFAIRS.

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

Signature of Card Holder: Expiry Date(mm/yyyy):

Card Number: