

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,
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.	€1.00
Authenticated in certain circumstances	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.

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 who is requesting the certificate

*Applicants Forename: *Applicant's Surname:
*Address:
Phone Number: E-mail 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.
* 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 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/yy):

Card Number:

Official Use

DATE STAMP

