

Application for Marriage 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	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 applying for the certificate

*Applicant's Forename: | *Applicant's Surname:
*Full Postal Address:
.....
Phone Number: | E-mail address:

SECTION 2: Details of person whose marriage certificate is requested

1st Party

2nd Party

*Surname: | Surname:
*Forename: | Forename:
PPS Number (if known): | PPS Number (if known):
*Date of Marriage (dd/mm/yyyy):

Place of Marriage and denomination (if any):
.....

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/yyyy):

Card Number

Official Use

DATE STAMP