

PROCEDURE FOR OBTAINING BIRTH, MARRIAGE AND DEATH CERTIFICATES FROM THE OFFICE FOR NATIONAL STATISTICS

United Kingdom passports cannot be issued without the production of all relevant documents. If any of the documents required are not available a copy must be obtained by application to the appropriate registration authority (see contact details below).

‘SHORT’ BIRTH CERTIFICATES ARE NOT SUITABLE FOR PASSPORT PURPOSES

The following particulars must be given:

Birth Certificates

1. Surname and forenames of person registered
2. Surname and all forenames of father
3. Surname, maiden name and all forenames of mother
4. Place of birth
5. Day, month and year of birth (if unknown, probable year should be stated)

Marriage Certificates

1. Surname, maiden surname and all forenames of bride.
2. Surname and all forenames of groom
3. Surname and all forenames of bride’s parents
4. Surname and all forenames of groom’s parents
5. Place of marriage
6. Day, month and year of marriage (if unknown, probable year should be stated)

Death Certificates

1. Surname and forenames of deceased person (include maiden name if deceased person was a married woman)
2. Place of death
3. Date of death
4. Place of birth
5. Date of birth

All Certificates

1. Your own name
2. Your full postal address

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<u>Birth, Death or Marriage occurring in:</u>	<u>Address:</u>	<u>Fees:</u>
ENGLAND AND WALES	Office for National Statistics PO Box 2 Southport MERSEYSIDE PR8 2JD ENGLAND	<i>Information available on fees click here</i>
Telephone:	0011 44 (0)845 603 7788 General Information Line 0011 44 (0)1704 550 013 Orders by fax	
Internet:	http://www.gro.gov.uk/gro/content	
<i>(Note: If the fee sent is insufficient a shortfall will not be accepted and your application will be returned to you)</i>		
OVERSEAS	As England and Wales above but envelopes to be marked clearly ‘For the attention of the Overseas Registration Section’	<i>Information available on fees click here</i>
SCOTLAND	General Register Office for Scotland New Register House EDINBURGH EH1 3YT SCOTLAND	<i>Information available on fees click here</i>
Telephone:	0011 44 (0)131 314 4446 General Information Line	
Fax:	0011 44 (0)131 314 4400 Credit card orders	
Internet:	http://www.gro-scotland.gov.uk	
NORTHERN IRELAND	Register General Oxford House 49/55 Chichester Street BELFAST BT1 4HL NORTHERN IRELAND	<i>Information available on fees click here</i>
Telephone:	0011 44(0)28 9025 2000 General Information Line	
Internet:	http://www.groni.gov.uk	
EXTRACTS FROM THE ADOPTED CHILDRENS REGISTER	As England and Wales above but envelopes to be marked clearly ‘For the attention of the Adoption Section’	<i>Information available on fees click here</i>

Fees and return postage can be paid by VISA/MASTERCARD or by INTERNATIONAL BANK DRAFT payable to ONS (OFFICE OF NATIONAL STATISTICS) for England and Wales, or to THE REGISTRAR GENERAL for Scotland and Northern Ireland