



APPLICATION FOR BIRTH CERTIFICATE

ORS 120

Please allow days for despatch of certificates

Notes

If you attend The Family Records Centre at 1, Myddelton Street, London EC1R 1UW, and make the search personally, the certificate is then usually ready within 4 working days.

Short Certificate - shows only the name, sex, date of birth and place of birth. Not suitable for passport purposes.

Full Certificate - this is a full copy of the birth entry, and includes particulars of parentage and registration.

Particulars of the person whose certificate is required. Please note that we need full details to ensure a positive search.

Date of birth
Place of birth
Surname
Forenames
Nationality at time of birth
Father's surname
Father's forenames
Father's occupation at time of birth. If serving in HM Forces state name of unit
Mother's maiden surname
Mother's forenames

Cheques, postal orders, etc. should be made payable to "ONS". Payment from abroad may be made by cheque, international money order, credit/debit card or draft (payable in London), in favour of ONS. Orders, cheques and drafts should always be expressed in Sterling.

If we cannot find the entry after a search covering five years, a search fee will be retained, whether the application is for a full or short certificate.

Applicant

SIGNATURE	
NAME IN BLOCK CAPITALS IN THIS BOX PLEASE MR/MRS/MISS	
FULL	
POSTAL	
ADDRESS	
Telephone Number	

METHODS OF PAYMENT

Cheques, postal orders, etc should be made payable to "ONS". Payment from abroad may be made by cheque, international money order, draft in favour of "ONS". Credit card orders, cheques and drafts should always be expressed in STERLING. Cheques and drafts must bear the name and address of a London clearing bank.
PLEASE DO NOT SEND CASH.

APPLICANT TO COMPLETE

- * I enclose a cheque/postal order made payable to ONS to the value of £.....
- * or debit my Access/Visa/Master/Switch card. Amount £.....

Card no.

Expiry date..... Start date Issue No.

Signature Date

* Delete as appropriate.

Please return this form to:

Overseas Section
Smedley Hydro
Trafalgar Road
Birkdale
Southport
PR8 2HH

CHECK LIST

BEFORE POSTING APPLICATION PLEASE CHECK THAT YOU HAVE

- completed all the boxes, including the requirements. You must enclose the search fee.
- completed the amount submitted box
- included your name, postal address and telephone number.
- enclosed a cheque or postal order for the full amount and made payable to 'ONS'