

NOTES ABOUT APPLYING FOR A COPY BIRTH CERTIFICATE

INFORMATION ABOUT BIRTH CERTIFICATES

STANDARD CERTIFICATES

This is a full copy of the birth entry and includes particulars of parentage and registration.

SHORT CERTIFICATES

A short certificate shows only the name and surname, sex, date of birth and district of birth. You are required to state the precise date and place of birth and the full name of the person whose certificate you want, with as closely as possible, the names and surnames of the parents and the mother's maiden name. If you need a short certificate, please complete the form on Page 1. If you do not give the full details, a full certificate may not be issued.

CERTIFICATES FOR SPECIFIC PURPOSES

Certificates for specific statutory purposes (e.g. Social Security) are also available. If you have been asked to obtain such a certificate, please put a tick in the appropriate box in section 5c of the form.

INFORMATION ABOUT ADOPTION CERTIFICATES

Records of adoption in England and Wales are kept by the Registrar General. These relate to persons who have been adopted since 1 January 1927 under the Adoption Acts. A standard certificate is a full copy of the entry in the Adopted Children Register, which instead of details of parentage and birth registration gives the date of birth (if it is known) and particulars of the adoption and adoptive parents. A short certificate shows only the name, and has no reference to adoption. Applications for Adoption Certificates should be made in writing to: Adoptions Section, Office for National Statistics, Smedley Hydro, Birkdale, Southport, PR8 2HH. **PLEASE DO NOT USE THIS FORM FOR THAT PURPOSE.**

POSTAL APPLICATIONS

If you apply by post please complete this form and if possible enclose a stamped addressed envelope with the current postage. Information about the cost of certificates is shown on the general pages. Select your preferred method of payment from the options on the application form. Circle the type of card you are using. **DO NOT SEND CASH OR SEND BY FAX.** Applications have to be sent to the area in which the birth occurred.

For births that occurred in Poole, applications should be sent to:

Poole Register Office,
The Guildhall,
Market Street,
POOLE
BH15 1NP.

DO NOT USE THE FORM TO MAKE APPLICATIONS TO THE REGISTRAR GENERAL.

For the purpose of detection and prevention of crime, information relating to this application may be passed to other government departments or law enforcement agencies.

SEARCHES OF BIRTH INDEXES

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths, which have occurred in that district.

Superintendent Registrars do not have the staff to undertake searches of an indefinite or lengthy type. Usually a search in the birth index covering a period not exceeding 5 years will be made, but only where accurate details have been given of the birth registration.

If a person is uncertain whether a reference found in the indexes relates to the entry which is being searched for, the Superintendent Registrar, if given the definite details to identify the entry, will verify the particulars with reference to the register. **Any additional information from the entry can only be made available in the form of a certificate.**