

# REGISTRATION OF A BIRTH

Please read the guidance notes before  
Completing sections 1 to 4

This form should be completed in  
**CAPITAL** Letters and handed to the  
Registrar.

Postal Applications cannot be  
accepted.

<b>Official Use Only</b>	
<b>Entry No.</b> .....	<b>Date Registered.</b> ...../...../.....
<b>No. of Certs.....</b>	<b>Signed.....</b>

**GRO are committed to the privacy of data.  
Please see insert for full privacy statement**

## PLEASE NOTE - CHANGING A BIRTH REGISTRATION ONCE COMPLETED IS A COMPLEX PROCEDURE

### 1. Details of Child

Forename 1		Forename 2	
Other Forenames			
Surname			
Sex of Child			
Date of Birth	/ /	Place of Birth	
Multiple Birth	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please state time of birth	

### 2. Details of Mother

Forename(s)			
Surname			
Maiden Surname			
Previously Married	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Surname at Marriage <small>(if different from maiden surname)</small>			
Date of Birth	/ /	Place of Birth	
Place of Current Marriage	Date of Current Marriage		/ /
Occupation			
No. of Previous Live Born	No. of Previous Stillborn		
Address including Post Code			
Home Tel. No.		Work Tel. No.	
Mobile No.		Email	

### 3. Details of Father / \*Second Female Parent

Forename(s)			
Surname			
Date of Birth	/ /	Place of Birth	
Occupation			
Address including Post Code			
Home Tel. No.		Work Tel. No.	
Mobile No.		Email	

# REGISTRATION OF A BIRTH

## 4. Details of Informant (Name and Address of person registering the birth)

Forename(s)			
Surname			
Relationship to Child			
Address including Post Code			
Home Tel No.	Work Tel No.		
Mobile No.	Email		

## 4(b). Details of Second Informant (in the case of a joint registration of the birth)

Forename(s)			
Surname			
Relationship to Child			
Address including Post Code			
Home Tel No.	Work Tel No.		
Mobile No.	Email		

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## 5. Declaration

\* I/We confirm that the information given on this form is correct.

Informant Signature(s) .....

**Please note:** The Registrar will complete the registration with the details you have provided on this form. You will then be asked to check and sign the registration.

**The registration is the legal record of the birth and you should only sign when you are satisfied that the details are correct.**

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**THIS FORM ONCE COMPLETED SHOULD BE TAKEN TO ANY DISTRICT REGISTRAR'S OFFICE IN NORTHERN IRELAND.**

For a list of offices and their opening times please see [www.nidirect.gov.uk/contacts](http://www.nidirect.gov.uk/contacts) where you can select the letter of the District or select the link for local councils. They can also be found in the telephone book and Yellow Pages under Registration of Births, Deaths and Marriages.

# REGISTRATION OF A BIRTH

## NOTES FOR GUIDANCE

### Why register a birth?

- By law all births occurring in Northern Ireland must be registered. You will require proof of the birth for various purposes including claiming child benefit and registering your baby with a doctor. A birth must be registered within 42 days of the date of birth.
- **You should ensure that the Name(s) and Surname of the child are those by which the child is to be known.**

### Who can register the birth?

- the mother **or** father / \*second female parent (if married / in a civil partnership with each other);
- the mother **and** father / \*second female parent (if unmarried / not in a civil partnership);  
*If the mother or father / \*second female parent of the child are unable to register the birth, the following people are also qualified to register the birth;*
- a grandmother, grandfather, aunt or uncle of the baby who has knowledge of the birth;
- the occupier of the premises in which the baby was born (this includes the matron, governor, etc.);
- any person present at the birth;
- any person having charge of the child.

In the case of a child born to parents who are not married / in a civil partnership with each other, please see the section **How do we jointly register the birth?** or ask the Registrar for advice.

### Where can the birth be registered?

- any District Registrar's office in Northern Ireland.

Registrar's addresses and telephone numbers can be found at [www.nidirect.gov.uk/contacts](http://www.nidirect.gov.uk/contacts). They can also be found in the telephone book and Yellow Pages under Registration of Births, Deaths and Marriages.

### What will the registrar give you?

Once the registration is completed, the Registrar will issue the following forms:-

- one free short birth certificate; and
- an infant Registration Form HS123 to register with the family doctor and obtain a medical card.

### What is the purpose of registration?

The records provide positive information about individuals and are used for many legal and administrative purposes (for example: National Insurance, Education, Transfer of Property, Employment, Obtaining a Passport, etc.)

Information collected on this form is used for the preparation and supply of statistical information (for example: Fertility Rates, Population Estimates, etc). published yearly in the Registrar General Annual Report. Some of the information is strictly confidential and does not appear on the birth certificate.

Information collected may be shared with other Government and approved organisations in relation to the detection and prevention of crime.

\*Second female parent is determined in accordance with Part 2 of the Human Fertilisation and Embryology Act 2008, *Parenthood in Cases Involving Assisted Reproduction*. Sections 42 to 43 set out the conditions for *Cases in which woman to be other parent*.

PLEASE NOTE: a woman cannot be treated as second female parent where the child has been conceived naturally. If you have any queries about these conditions you should consult with a solicitor.

# JOINTLY REGISTERING YOUR BABY'S BIRTH

## IMPORTANT NOTES FOR UNMARRIED PARENTS

### Who is responsible for children?

Married parents are both responsible in law for their children. They both have parental responsibility. Unmarried parents do not both have parental responsibility. Unmarried mothers have it automatically. Unmarried fathers can get parental responsibility, simply by jointly registering the birth of the child with the mother or by making a parental responsibility agreement with the child's mother and registering it with the Office of Care and Protection at the High Court in Belfast or by getting a Court Order.

### How do we jointly register the birth?

The two most common ways are:

1. **The mother and father / \*second female parent together** can ask the Registrar to record both their names on the birth certificate. Then the mother and father / \*second female parent each sign the register, in the other's presence; or
2. **The mother or Father** separately can ask the Registrar to record the father's details on the birth certificate. The Registrar will only do so provided both the mother and father complete declaration of paternity forms (properly signed and witnessed) which record the fathers details. The Registrar can supply these forms and advice.

### What is parental responsibility?

The law says that parental responsibility is "all the rights, duties, powers, responsibility and authority which, by law, a parent of a child has in relation to the child and his property". It enables you to look after your children and do everything they need for their well-being.

It gives you the right to make important decisions about your child's life - like who they should live with, or where they should go to school. It means you are the person who consents to medical treatment for your child. There is no complete list of decisions that someone with parental responsibility can take for a child, because so many different decisions can come up.

Even if you don't have parental responsibility for your child, the law says you have to help pay for their upbringing. (For more information visit the website [www.nidirect.gov.uk](http://www.nidirect.gov.uk)).

### What about my other children?

The law only applies to children born on or after 15 April 2002. If you are an unmarried father and want to get parental responsibility for your older children, you can:

- Make a parental responsibility agreement with the child's mother and register it with the Office of Care and Protection at the High Court in Belfast.
- Get a Court Order.

### What if I'm not sure?

You don't have to jointly register your child's birth and both parents have to agree. Some people don't want to. An unmarried mother may register the birth on her own without providing details of the father.

If you aren't sure about joint registration after reading these guidance notes, don't just go ahead. Tell the Registrar you need a few days to think about it. You could also talk to a Solicitor about anything that is worrying you, or contact other organisations offering support and advice to parents.

## General Register Office Privacy Notice



Data Controller  
Department of Finance  
Clare House  
303 Airport Road  
Belfast  
BT3 9ED

**Data Protection Officer**  
Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast BT4 3SB  
Telephone: (028) 9052 4149  
Email: [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk)

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

### **Why are you processing my personal information?**

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

### **What categories of personal data are you processing?**

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

### **Where do you get my personal data from?**

We obtain personal information directly from you and from other government departments.

### **CCTV**

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

### **Do you share my personal data with anyone else?**

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives

- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

### **Do you transfer my personal data to other countries?**

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

### **How long do you keep my personal data?**

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

### **What rights do I have?**

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk).

Alternatively, you can write to

#### **Data Protection Officer**

Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast  
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

### **How do I complain if I am not happy?**

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

or

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
<https://ico.org.uk/global/contact-us/>