REGISTRATION OF A BIRTH

Please read the guidance notes before completing sections 1 to 5

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

Postal Applications cannot be accepted.

	Official Use Only
Entry No.	**Date Registered.**
.....	**...../...../.....**
No. of Certs.....	**Signed.....**

Please read our privacy notice to see how we use and protect your personal information at www.finance-ni.gov.uk/publications/nisra-privacy-notices

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		Place of Birth	
Date of Birth			
Multiple Birth	Yes ☐ No ☐	If yes, please state time of birth	

2. Details of Mother

Forename(s)			
Surname			
Maiden Surname			
Previously Married/Civil Partnership	Yes ☐ No ☐		
Surname at Marriage/Civil Partnership (If different from maiden surname)			
Date of Birth	/ /	Place of Birth	
Place of Current Marriage/Civil Partnership		Date of Current Marriage/Civil Partnership	/ /
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	

5. Certificate Language

Do you want the birth certificate produced in: English ❑ Irish ❑ Bi-lingual English/Irish ❑

Please use the tick box to indicate the language that you want the birth certificate to be produced in, this can be English, Irish or bi-lingual English/Irish.
If you decide to opt for an Irish or bi-lingual certificate the headings will be shown in Irish or bi-lingual English/Irish with the content, the details regarding the birth, in English.
Please note that once the selection has been made, all future birth certificates will be produced in this language.

---

6. Declaration

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

Informant Name(s) (please print) _____ _____

Informant Signature(s) _____ _____

Please note: The Registrar will complete the registration with the details you have provided on this form, any fields not completed will be displayed on the certificate as "----". 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.

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/district-registrars-northern-ireland here you can select the link for local councils.

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/district-registrars-northern-ireland.

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.

*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 OR PARENTS NOT IN A CIVIL PARTNERSHIP

Who is responsible for children?

Married parents or parents in a civil partnership are both responsible in law for their children. They both have parental responsibility. A father who is not married or in a civil partnership with the mother does not have parental responsibility. Unmarried mothers have it automatically. A father who is not married or in a civil partnership with the mother 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 father's 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 do not 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**).

What about my other children?

The law only applies to children born on or after 15 April 2002. If you are a father who is not married or a civil partner 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 do not have to jointly register your child's birth and both parents have to agree. Some people do not want to. An unmarried mother may register the birth on her own without providing details of the father.

If you are not sure about joint registration after reading these guidance notes, do not 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.