



REGISTERING A BIRTH – INFORMATION NOTE

*This document contains important information to assist you in registering a birth.
This is for guidance purposes only – if you have any queries, please contact any of our offices
(see overleaf) for further information.*

- It is the duty of parent(s) to register the birth of their child within 3 months of the date of birth
- The registration of a birth can take place at any Registration Office throughout the State

To register a birth, we advise you to contact your chosen Civil Registration Service office (see overleaf) to ensure that the Birth Notification Form (BNF) has been received from the hospital. This can take up to fourteen working days from the time of birth, and as registration cannot proceed without this, it is in your interest to ensure it has been received before attending.

When attending to register a birth, please note the following:

- The Personal Public Service (PPS) Number(s) of Parent(s) is required.
- To register a birth, suitable identification must be produced – acceptable identification is listed below.
- The parent(s) marital status must be confirmed. If the marriage was registered in Ireland, this can be confirmed at the point of registration. However, if the marriage was registered outside of Ireland, parent(s) must bring an original of their marriage certificate with them– and if necessary, a translation should be supplied.
- If the mother has been previously married, is separated or divorced, it is recommended that they contact an office prior to registering a birth, as further details may be required.
- Other documentation may be required depending on personal circumstances – if in doubt please contact any of our offices.

When the birth has been registered the details will be automatically passed to the Department of Social and Family Affairs who will assign a PPS Number to the child and initiate the Child Benefit Claim. Granting of Child Benefit will be subject to Department of Social and Family Affairs regulations. Any queries regarding Child Benefit should be directed to the Department of Social and Family Affairs.

INFORMATION TO BE REGISTERED	ACCEPTABLE FORMS OF IDENTIFICATION
<ul style="list-style-type: none"> • Date and Place of Birth • Time of Birth • Sex of Child • Forename(s) and surname of child • Forename(s), surname, birth surname, address and occupation of mother • Former surname(s) (if any) of mother • Date of birth of mother • Marital status of mother • Personal Public Service Number of mother • Birth surname of mother’s mother • Forename(s), surname, birth surname, address and occupation of father • Former surname(s) (if any) of father • Date of birth of father • Marital status of father • Personal Public Service Number of father • Birth surname of father’s mother • Forename(s), surname, qualification, address and signature of informant • Date of registration • Signature of Registrar • Signature of Qualified Informant(s) 	<p>Parent(s) should bring one of the following forms of identification:</p> <ul style="list-style-type: none"> • Passport • Driving Licence • Dept. of Social & Family Affairs Card (usually showing your Personal Public Service Number (PPSN) (must have the bearers signature) • Refugee Applications Commissioner Client card • Student Identity Card • Bank Cards (must have the bearers signature) • Dept. of Social & Family Affairs benefit/allowance payment books (must contain the bearers signature therein) • National Age Card

Civil Registration Service - Eastern Registration Area*Providing a service for the counties of Dublin, Kildare & Wicklow***DUBLIN**

Civil Registration Service Head Office - Eastern Registration Area

Joyce House, 8/11 Lombard Street East, Dublin 2

Ph: 01-863 8200 Fax 01-863 8281

Opening Hours: 9.30 – 4.30pm (open through lunch)**Service: Issuing of certificates of birth, death and marriage**

Civil Registration Office

Lucia House, 12/14 Lombard Street East, Dublin 2

Ph: 01-863 8200 Fax 01-863 8281

Opening Hours: 9.30 – 4.30pm (open through lunch)**Service: Registration of recent life events and issuing certificates**

Civil Registration Office

Civic Centre, Bunratty Road, Coolock, Dublin 5

Ph: 01-8661416 / 8661403 Fax: 01-8661444

Service: Registration of recent life events and issuing certificates**KILDARE**

Civil Registration Office

Monread Office & Leisure Complex, Naas, Co.Kildare

Ph:045-887660 Fax 045 887879

Service: Registration of recent life events and issuing certificates**WICKLOW**

Civil Registration Office

Health Centre, Main Street, Bray, Co. Wicklow

Ph:01 2744129 Fax 01 2744128

Service: Registration of recent life events and issuing certificates

Civil Registration Office

Health Centre, Glenside Road, Wicklow, Co. Wicklow

Ph 0404 68400 Fax 0404 69044

Service: Registration of recent life events and issuing certificates**Private Registrars*****Service: Registration of recent life events only**

Arklow	Kathleen Ryan	0402 33011
Athy	Hester Scally	059 8632644
Coollattin	Margaret O'Toole	055 26260
Rathdrum	Carmel Kavanagh	0402 35808

**Please note: In cases where a birth is registered by a Private Registrar, it is the duty of parents to ensure that the Dept. of Social & Family Affairs are informed and issue a PPS Number in order to initiate the Child Benefit Claim.*

CIVIL REGISTRATION SERVICE OFFICES NATIONWIDE

Carlow	059 9130053	Longford	043 50175
Cavan	049 4371709	Louth	042 9385447
Clare	065 6868049	Mayo	094 9023249
Cork (North)	022 50230	Meath	046 9097833
Cork (South/City)	021 4275126	Monaghan	047 30400/30444
Cork (West)	028 40570	Offaly	057 9359560
Donegal (North)	074 9124576/ 22322	Roscommon	090 6637508/6637507
Donegal (South)	074 9131038	Sligo	071 9155115
Galway	091 523122	Tipperary (North)	067 31212
Kerry	064 32251	Tipperary (South)	052 22011
Kilkenny	056 7784600	Waterford (City)	051 842800
Laois	0502 21135	Waterford (County)	058 42199
Leitrim	071 9620308	Westmeath	044 934 0221
Limerick (City)	061 483 762	Wexford	053 23522
Limerick (County)	069 66661		

Certificate and Services Fees:

Cost of certificate on day that birth is registered:	€8.00
Standard cost of Birth, Death and Marriage Certificates (incl. search fee)	€10.00
Additional Standard Certificates (for same search)	€8.00
Uncertified Copy (incl. search fee)	€6.00
Specified Services Certificate*	€1.00

***Please note – a request for a Specified Services Certificate must be accompanied by a letter from the Department of Social and Family Affairs**

Postal applications for certificates cost an addition €1 for Republic of Ireland and €2 for overseas

Amendments

Insertion or alteration of Birth forename	€5.00
Correction of Error of Fact or Clerical Error	No Charge
Late Registration (12 months after event)	No Charge
Re-Registration (to include a parents details)	No Charge