

Application for certificate of Birth/Death/Marriage/Adoption/Civil Partnership

How Do I Apply?

- In Person:** Complete details below and present at public counter.
- By Post:** Complete details below and send to Civil Registration Office,
Office of the Registrar General,
Government Offices,
Convent Road,
Roscommon,
Co. Roscommon,
Ireland.
- By Fax:** Complete details below and fax to +353 906632999.

Section 1: Types and Costs of Certificates

Type	Description	Cost €
Certificate (Long Form Certificate)	This is a certified copy of an entry in the register and is the certificate used for legal and administrative purposes.	€20.00
Photocopy	Photocopies of entries in the registers are also available. Photocopies contain the same information as the certificate but are only of use for research purposes.	€4.00
Specified Services Certificate	Certain Departments/Organisations have legislative provision to allow for the purchase of certificates at the reduced price of €1 for certain specified services. These applications for specified services certificates must be accompanied by a letter from the relevant Department/Organisation.	€1.00
Authenticated	This is required in certain circumstances only (in addition to the certified copy) and is available on request from the Civil Registration Office, Convent Road, Roscommon, Ireland.	€10.00

Section 2: How Do I Pay?

- Cash:** Personal applications only please. **Only Euro Cash will be accepted.**
- Cheque:** Please note that cheques should be made payable to 'Civil Registration Service'. **Only Euro cheques drawn on a branch of a bank located in the Republic of Ireland will be accepted.**
- Credit Card:** MasterCard and Visa credit cards are accepted.
- Debit Card:** Laser Card and Visa debit cards are accepted.

Section 3: How will I receive my certificate?

Certified copies (certificates) are printed on secure paper and must be posted. If you are purchasing a photocopy we can e-mail the photocopy to you instead of posting it. Please indicate if you want to have the photocopy e-mailed to you in Section 4 overleaf.

Section 4: Details of person applying for the certificate

Applicant's Forename:		Applicant's Surname:	
Address:			
Telephone No:		E-mail address:	
If this application is for a photocopy we can e-mail it to you at the above e-mail address – Tick here if you wish for it to be emailed to you.			

Section 5 : Details of person whose certificate is required

PLEASE COMPLETE ALL FIELDS POSSIBLE (FOR THE CERTIFICATE YOU REQUIRE) SO THE ENTRY CAN BE FOUND

Birth Certificate/Adoption Certificate

Name of person whose birth certificate is required:			
Date of birth:		Place of birth(if possible):	
Father's Name:		Mother's Maiden Name: (incl. forename)	
Tick here if the person has been legally adopted:			
Tick as appropriate:	Long Form Certificate	Photocopy	Specified Services Authenticated Certificate

Marriage/Civil Partnership Certificate

Names and Surnames of the parties:			
Date and place of marriage/civil partnership:			
Tick as appropriate:	Long Form Certificate	Photocopy	Specified Services Authenticated Certificate

Death Certificate

Name and Surname:			
Age of Deceased:		Date of Death:	
Place of Death:		Address:	
Tick as appropriate:	Long Form Certificate	Short Certificate	Photocopy Specified Services Authenticated Certificate

Section 6: Further Details

ALL APPLICATIONS FOR SPECIFIED SERVICES CERTIFICATES MUST BE ACCOMPANIED BY A LETTER FROM THE RELEVANT OFFICE/AGENCY.

Method of Payment:

Cheque Credit Card Laser/Visa Debit Card

If paying by credit card, please indicate whether: MasterCard Visa

If paying by Credit Card/Debit Card all of the following details must be furnished:

Name of Card Holder (**Block Capitals**): _____

Credit Card Billing Address: _____

Signature of Card Holder: _____ Expiry Date(mm/yyyy): /

Card Number: ------

3 Security digits (located on the back of card)

Official Use

DATE STAMP