

Application for certificate of Birth/Death/Marriage/Adoption/Civil Partnership
Office of the Registrar General, Government Offices, Convent Road, Co. Roscommon, F42 VX53.

Phone No: 090 6632900

Please download this form, type the details and e-mail the form to:
GROonlinepayments@welfare.ie

Section 1 - Certificates and Associated Services

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
Copy of an entry	A copy of an entry in the register is also available. This copy will contain the same information as the certificate but is only of use for research purposes.	€5.00
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, F42 VX53.	€10.00
Multilingual Standard Form (MSF)	A Multilingual Standard Form is issued only when you obtain a certificate from the General Register Office and it must be requested when applying for the certificate. The EU Regulation governing MSFs provides that they can be issued for birth, death, marriage and civil partnership certificates. The purpose of the MSF is to facilitate the translation of the public document to which it is attached and in itself has no legal effect. You must indicate the EU language that the MSF is required in if you choose this option.	No Fee

Section 2 - How will I receive my certificate(s)?

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

Section 3 – Payment online

When your application has been received an e-mail will be sent to you within 3 to 5 working days. This e-mail will advise you of the fee due, and will have a secure link which allows you to make the payment directly to the General Register Office by credit or debit card. You will need to click on the **'Pay Now'** button to make the payment. A receipt automatically issues by e-mail to you when the payment is made. The General Register Office will also receive a confirmation e-mail and the order will be processed and issued by post or e-mail (as indicated in Section 4 for photocopies only).

If an entry cannot be located you will be issued with a certificate of "no trace" and your card will be refunded.

Data Policy: The Civil Registration Service administers Ireland's system of civil registration. A person is required by law to provide personal data to register a life event (birth, stillbirth, death or marriage) and personal data may be exchanged with other public bodies and public authorities where provided by law. A person is required to provide personal data when applying for certificates of vital events and for searches of indexes to the civil registers. The data policy of the Civil Registration Service is available at www.gov.ie/gro or in hard copy on request.

Section 4 - Details of person applying for the certificate(s)

Applicant's Forename:		Applicant's Surname:	
Address:			
Telephone No:		E-mail address:	
If this application is for a copy of the entry 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. <input type="checkbox"/>			

Section 5 -Details of certificate(s) required

SUFFICIENT INFORMATION MUST BE SUPPLIED (FOR THE ENTRY YOU REQUIRE) TO ENABLE US CONDUCT A SEARCH

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: <input type="checkbox"/>			
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Authenticated Certificate		<input type="checkbox"/> Copy of the entry <input type="checkbox"/> Multilingual Standard Form (MSF)	
EU Language of MSF:			
Marriage/Civil Partnership Certificate			
Names and Surnames of the parties:			
Date and place of marriage/civil partnership:			
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Authenticated Certificate		<input type="checkbox"/> Copy of the entry <input type="checkbox"/> Multilingual Standard Form (MSF)	
EU Language of MSF:			
Death Certificate			
Name and Surname:			
Age or date of birth of Deceased:		Date of Death:	
Place of Death:		Address (if possible):	
Tick as appropriate: <input type="checkbox"/> Long Form Certificate <input type="checkbox"/> Authenticated Certificate		<input type="checkbox"/> Copy of the entry <input type="checkbox"/> Multilingual Standard Form (MSF)	
EU Language of MSF:			