

Application for photocopy of Birth/Marriage/Civil Partnership/Death

How do I apply?

By Post: Our Address: Office of the Registrar General, Government Offices, Convent Road, Roscommon, Co. Roscommon, Ireland.

By Fax: Our Fax number: +353 906632999

How do I pay?

Fee for each photocopy: €4

Payment can be made by: Cheque, Postal Order, Mastercard or Visa credit/debit cards. The name of the applicant and the name on the credit/debit card must be the same. 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.

How will I receive my photocopy?

A photocopy can be posted or e-mailed to you. Please tick the relevant box. Post E-mail

Details of person applying for the photocopy

Applicant's Forename:

Applicant's Surname:

Full Postal Address:

Telephone No:

E-mail Address:

Details of photocopy required

Columns 1 and 2 are mandatory and must be completed. Either Column 3 -- Group ID or Column 4 --Year Quarter, Volume, Page No. **must** be completed. When you identify the record you require in the index, the details will include EITHER the Group ID Number OR the Year, Quarter, Volume, Page number. This index information will be used to identify the specific entry you require from the register.

1	2	3	4			
Type of Event i.e. B/M/CP/D	Forename (s) And Surname (s)	Group I.D.	Year	Quarter	Volume	Page No

Method of Payment:

Cheque Postal Order Credit Card Laser/Visa Debit Card

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 Cardholder:

Card Number:

Expiry Date(mm/yyyy):

3 Security digits (located on the back of card):

Official Use

DATE STAMP