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

An Roinn Coimirce Sóisialaí
Department of Social Protection

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	This is printed on secure paper and used for administrative and legal purposes. It cannot be sent by e-mail.	€20.00
Copy of an Entry	This contains the same information as a certificate but is not printed on secure paper. It is used mainly for research purposes.	€5.00
Authenticated	This is an official stamp placed on a certificate, available from the General Register Office, and is needed in some cases.	€10.00
Multilingual Standard Form	This is a translation document which standardises certificates across the EU. You can request this document when ordering a certificate.	€0.00

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

A certified copy (certificate) is an important legal document. It is recommended that this is sent by registered post. You should indicate if you want to use registered post or standard post in **Section 4**.

The following postage and packaging fees will be added to the cost of your order:

	Weight	Standard Fee	Registered Fee
Ireland & Northern Ireland	<100g	€2.50	€9.00
Great Britain	<100g	€3.00	€10.50
Europe	<100g	€3.50	€11.00
United States (Rest of World)	<100g	€5.50	€12.50
Australia & New Zealand	<100g	€6.00	€13.00

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**.

Section 3 - Payment and Refunds

When we receive your application an e-mail will be sent to you within 3 to 5 working days. This e-mail will tell you how much you need to pay and will include a secure link with instructions on how to pay. This link allows you to make the payment directly to the General Register Office using your credit or debit card. We will send you a receipt by e-mail when you have paid the fee. Any refunds due will be made electronically to your account.

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

FORENAME   **SURNAME**

ADDRESS

TELEPHONE   **E-MAIL**

I want the certificate(s) or copy sent by: Registered Post   Standard Post
I want a copy sent to my e-mail address   **(certificates cannot be e-mailed)**

Section 5 - Details of certificate(s) required

Enter the name of the person's certificate you require. Please enter sufficient details below to enable the registers to be searched.

A. Birth Certificate/Adoption Certificate Details

Name on certificate

Date of birth   Place of birth

Mother's Birth Forename   Mother's Birth Surname

Father/Parent's Forename   Father/Parent's Surname

Tick here if the person was legally adopted

Enter the number of copies beside the   Certificate   Copy of the entry
type of certificate required   Authenticated Certificate   Multilingual Standard Form (MSF)

EU Language of MSF:

B. Marriage/Civil Partnership Certificate Details

Names of couple

Date of marriage   Place of Marriage

Enter the number of copies beside the   Certificate   Copy of the entry
type of certificate required   Authenticated Certificate   Multilingual Standard Form (MSF)

EU Language of MSF:

C. Death certificate details

Name on certificate

Date of death   Place of Death

Date of Birth or age at Death

Address (if known)

Enter the number of copies beside the   Certificate   Copy of the entry
type of certificate required   Authenticated Certificate   Multilingual Standard Form (MSF)

EU Language of MSF: