

NOTES FOR COMPLETION OF BIRTH REGISTRATION FORM

IMPORTANT – PLEASE READ BEFORE COMPLETING THE FORM

This form will allow the birth of the child to be registered without the parents or a qualified informant attending in person at a Civil Registration Office. An image or copy of Photo ID of the informant(s) completing Part 3 must accompany the form.

Can all births be registered?

Yes, all births can be registered.

Who can sign and submit this form?

If the parents are **married** to each other, either parent can sign the form. If your marriage took place outside the European Union please send a copy of your marriage certificate and translation (if applicable). For marriages within the EU please send the Multilingual Standard Form if the certificate is in a language other than English.

If the parents are **not married** to each other, both parents must sign the form.

Will both parents be registered if we are not married?

Both can be registered but only when both have provided details and signed the declaration in Part 3.

Can I register the birth if my husband is not the father?

Yes, but contact the your local HSE Civil Registration Service office first for more information on how to do this.

What surname should be entered for the child?

The surname should be that of either, or both, parents.

What about Child Benefit?

Following registration, a Child Benefit claim will be automatically triggered and the Department of Employment Affairs and Social Protection will contact the mother.

Why do you need all the information sought on the form?

The information sought on the form is the information the Civil Registration Service is required by law to collect. Providing incorrect or false information is an offence and a person may be prosecuted for giving it.

Can I sign the register now?

No. All Civil Registration Offices are currently closed to the public.

Why would I be contacted about this form?

Registration staff may wish to contact the mother or father to verify the information given in the form.

How do I complete the form?

When complete, save the form to your device/laptop/pc. Print and sign it. Post or e-mail the signed form along with a copy of your photo ID to your local HSE Civil Registration office. If you can't print the form, ask your local registration office to send you a blank form for completion (see www.civilregistrationservice.ie for contact details).

Who do I send the form to?

The form can be posted or e-mailed to your local registration office – see www.civilregistrationservice.ie for the contact details/address –

REGISTRATION OF A BIRTH

**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection

This form can be posted or e-mailed to your local HSE Civil Registration Service office (see www.civilregistrationservice.ie for the contact details/address).

PART 1 Details of child

Forename 1 **Forename 2**
Other Forename **Date of Birth**
Surname **Multiple Birth** **Order of Birth**
Sex **Place of Birth/Hospital**

PART 2 Details of Parent(s) - Required Particulars
MOTHER **FATHER**

Forename
Surname
Birth Surname
Former Surname (if any)
Your Mother's Birth Surname
PPS Number
Date of Birth
Occupation
Civil Status
Nationality
Address
Place & Country of Birth
Mother's relationship to father
Date of marriage (if relevant)
Place of marriage

PART 3 Statutory Declaration by Qualified Informants

I declare, in accordance with my duties as a Qualified Informant under the Civil Registration Act 2004, that I have provided, to the best of my knowledge, the required particulars in relation to the birth of the child named above and I am aware that it is an offence to give false or misleading information on this form.

Signature
Relationship to the Child
Telephone Number
Date