

REGISTRATION OF A BIRTH

GUIDANCE NOTE

Why register a birth?

By law all births occurring in Northern Ireland must be registered. You will require proof of the birth for various purposes including claiming child benefit and registering your baby with a doctor. A birth must be registered within 42 days of the date of birth.

Who can register the birth?

- a) the father **or** mother (if married to each other);
- b) the father **and** mother (if unmarried);
- c) a grandmother, grandfather, aunt or uncle of the baby who has knowledge of the birth;
- d) the occupier of the premises in which the baby was born (this includes the matron, governor, superintendent or chief officer);
- e) any person present at the birth; or
- f) any person having charge of the child.

In the case of a child born to parents who are not married to each other, please see the section **How do we jointly register the birth?** or ask the Registrar for advice.

Where can the birth be registered?

- In the Registrar's District where the birth took place, or where the mother normally lived at the time of birth.

Registrar's addresses and telephone numbers can be found at www.groni.gov.uk. They can also be found in the telephone book and Yellow Pages under Registration of Births, Deaths and Marriages.

What will the Registrar give you?

Once the registration is completed, the Registrar will give you the following forms:

- one free short birth certificate will be issued automatically at the time of registration, and
- an Infant Registration Form HS 123 to register with the family doctor and obtain a medical card.

What is the purpose of registration?

The records provide positive information about individuals and are used for many legal and administrative purposes (for example: National Insurance, education, transfer of property, employment, obtaining a passport, etc.).

Information collected on this form is used for the preparation and supply of statistical information (for example: fertility rates, population estimates, etc) published yearly in the Registrar General Annual Report. Some of the information is strictly confidential and does not appear on the birth certificate.

Also for purposes of detection and prevention of crime, information collected may be passed onto other Government and Law Enforcement Agencies.

JOINTLY REGISTERING YOUR BABY'S BIRTH IMPORTANT NOTES FOR UNMARRIED PARENTS

Who is responsible for children?

Married parents are both responsible in law for their children. They both have parental responsibility. Unmarried parents do not both have parental responsibility. Unmarried mothers have it automatically. Unmarried fathers can get parental responsibility, simply by jointly registering the birth of their child with the mother or by making a parental responsibility agreement with the child's mother and registering it with the Office of Care and Protection at the High Court in Belfast or by getting a Court Order.

How do we jointly register the birth?

The three most common ways are:

1. **The mother and father together** can ask the Registrar to record both their names on the birth certificate. Then the mother and father each sign the register, in the other's presence.
2. The **mother** can ask the Registrar to put the father's name on the birth certificate. She has to fill in a Declaration form saying that this person is the baby's father. The Registrar will only put the father's name on if the father fills in and signs a Declaration form which must be witnessed by a relevant person. The Registrar can give you the forms and advice.
3. The **father** can ask the Registrar to put his name on the birth certificate. He has to fill in a Declaration form saying that he is the baby's father. The Registrar will only put the father's name on if the mother also fills in and signs a Declaration form. The Registrar can give you the forms.

What is parental responsibility?

The law says that parental responsibility is "all the rights, duties, powers, responsibility and authority which, by law, a parent of a child has in relation to the child and his property". It enables you to look after your children and do everything they need for their well-being.

It gives you the right to make important decisions about your child's life – like who they should live with, or where they should go to school. It means you are the person who consents to medical treatment for your child. There is no complete list of decisions that someone with parental responsibility can take for a child, because so many different decisions can come up.

Even if you don't have parental responsibility for your child, the law says you have to help pay for their upbringing. (For more information visit the website www.nidirect.gov.uk).

What about my other children?

The law only applies to children born on or after 15 April 2002. If you are an unmarried father and want to get parental responsibility for your older children, you can:

- make a parental responsibility agreement with the child's mother and register it with the Office of Care and Protection at the High Court in Belfast; or
- get a Court Order.

What if I'm not sure?

You don't have to jointly register your child's birth and both parents have to agree. Some people don't want to. An unmarried mother may register the birth on her own without providing details of the father.

If you aren't sure about joint registration after reading this leaflet, don't just go ahead. Tell the Registrar you need a few days to think about it. You could also talk to a solicitor about anything that is worrying you, or contact other organizations offering support and advice to parents.

Registration of a Birth

Please read the guidance notes before completing sections 1 to 4.

This form should be completed in CAPITAL letters and handed to the Registrar.

Postal Applications cannot be accepted.

Official Use Only	
Entry No:	U20____/____/____
Date Registered:	____/____/20____
Stamp No's	_____
No of Certs	NBC ____ FBC ____ SBC ____
Amount Trd: £	_____
Signed:	_____

PLEASE NOTE – CHANGING A BIRTH REGISTRATION ONCE COMPLETED IS A COMPLEX PROCESS

1. Details of Child

Forename 1		Forename 2	
Other Forenames			
Surname			
Sex of Child			
Date of Birth	____/____/____	Place of Birth	
Multiple Birth	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes please state time of birth

2. Details of Mother

Forename(s)			
Surname			
Maiden Surname			
Previously Married	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Surname at Marriage (if different from maiden surname)			
Date of Birth	____/____/____	Place of Birth	
Place of Current Marriage		Date of Current Marriage	____/____/____
Occupation			
No of Previous Live Born		No of Previous Stillborn	
Address including Post Code			
Home Tel No		Work Tel No	
Mobile No		Email	

3. Details of Father

Forename(s)			
Surname			
Date of Birth	____/____/____	Place of Birth	
Occupation			
Address including Post Code			
Home Tel No		Work Tel No	
Mobile No		Email	

PTO

Registration of a Birth

4 (a) Details of Informant (person registering the birth)

Forename(s)		
Surname		
Relationship to Child		
Address including Post Code		
Home Tel No	Work Tel No	
Mobile No	Email	

4 (b) Details of Second Informant (in the case of a joint registration of the birth)

Forename(s)		
Surname		
Relationship to Child		
Address including Post Code		
Home Tel No	Work Tel No	
Mobile No	Email	

5. Declaration

A. *I/we confirm that the information given on this form is correct.

Informant Signature(s)

B. *I/we have checked and agreed the registration details as entered by the Registrar or Deputy (please do not sign unless you are sure **all the registration details are correct**).

Informant Signature(s)

** Delete as appropriate*

THIS FORM ONCE COMPLETED SHOULD BE TAKEN EITHER TO THE REGISTRAR'S OFFICE FOR THE DISTRICT WHERE THE BIRTH TOOK PLACE, OR TO THE REGISTRAR'S OFFICE FOR THE AREA WHERE THE MOTHER NORMALLY LIVED AT THE TIME OF THE BIRTH IF WITHIN NORTHERN IRELAND.

For a list of offices and their opening times please see www.groni.gov.uk or Yellow Pages under Registration of Births, Deaths and Marriages.