



**Please download this form, type the details and e-mail the form to:  
[GROonlinepayments@welfare.ie](mailto:GROonlinepayments@welfare.ie)**

## Section 1 - Certificates and Associated Services

TYPE	DESCRIPTION	COST
<b>Certificate</b>	This is printed on secure paper and used for administrative and legal purposes. <u>It cannot be sent by e-mail.</u>	€20.00
<b>Copy of an Entry</b>	This contains the same information as a certificate but is <u>not</u> printed on secure paper. It is used mainly for research purposes.	€5.00
<b>Authenticated</b>	This is an official stamp placed on a certificate, available from the General Register Office, and is needed in some cases.	€10.00
<b>Multilingual Standard Form</b>	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
<b>Ireland &amp; Northern Ireland</b>	<100g	€2.50	€9.00
<b>Great Britain</b>	<100g	€3.50	€11.00
<b>Europe</b>	<100g	€3.50	€11.00
<b>United States (Rest of World)</b>	<100g	€6.00	€13.00
<b>Australia &amp; New Zealand</b>	<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.

**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/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy on request.

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



An Roinn Coimirce Sóisialaí  
Department of Social Protection

## 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**  
I want a copy sent to my e-mail address

**Standard Post**  
(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 type of certificate required

Certificate

Authenticated Certificate

Copy of the entry

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 type of certificate required

Certificate

Authenticated Certificate

Copy of the entry

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 type of certificate required

Certificate

Authenticated Certificate

Copy of the entry

Multilingual Standard Form (MSF)

EU Language of MSF: