

NOTES FOR COMPLETION OF STILLBIRTH REGISTRATION FORM

IMPORTANT – PLEASE READ BEFORE COMPLETING THE FORM

This form will allow the stillbirth 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.

How do I complete the form?

Fill out the form on your device/laptop/pc. Print the form **then sign the declaration(s)**. Post the original or scan/photograph before e-mailing the completed form to your local HSE Civil Registration office. If **both parents** sign the form make sure to **send copies of both your photo IDs**. If you can't print the form, ask your local registration office to send you a blank form to complete.

Where can I find my local Civil Registration office?

Visit www.civilregistrationservice.ie for contact details

What are the requirements for registering a stillbirth?

For registration purposes the child must have weighed not less than 500 grammes or had a gestational age of not less than 24 weeks and shown no signs of life.

Can all stillbirths be registered?

Yes, all stillbirths can be registered but it is not obligatory. The registrar may wish to contact you to verify the birth weight or gestational age.

Who can sign and submit this form?

If the parents are **married** to each other and the marriage took place in **Ireland**, **either** parent can sign the form.

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 stillbirth 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.

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.

Will I be contacted about this form?

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

REGISTRATION OF A STILLBIRTH

Version 1



An Roinn Coimirce Sóisialaí
Department of 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	Sex
Forename 2	Date of Stillbirth
Other Forename	Multiple Birth Order
Surname	Gestational Age (weeks)
Place of Birth/Hospital	Birth weight (grammes)

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

Country of Birth

Mother's relationship to father at time of birth

Date of marriage (if relevant)

Place where marriage was registered

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 stillbirth 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

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 or in hard copy on request.



CHECKLIST

Before you submit this form, tick the boxes beside each question.

MOTHER FATHER

Have you read the notes section of this form?

Have you completed all sections of the form?

Have you signed the declarations?

If yes, have you enclosed copies of your photo ID?

For example: Passport, Driver's Licence, Public Services Card

Have you included your civil status? This can be:

Single, married, separated, civil partner, widowed, divorced, surviving civil partner, or former civil partner

Have you selected the mother's relationship to the father?

Have you selected your relationship to the child?