

## **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](http://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](http://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](http://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**