

NOTES FOR THE COMPLETION OF RE-REGISTRATION OF A DONOR ASSISTED HUMAN REPRODUCTION (DAHR) BIRTH FORM



An Roinn Coimirce Sóisialaí
Department of Social Protection

Who can complete and submit this form?

Both parents must complete and sign the form. The parents are the birth mother of the child and the person named as a parent in the court order.

Do I need to provide the court order with the form?

Yes, you will need to provide a certified copy of the court order with the completed form.

Can the surname of my child be amended?

Yes. You can choose a different surname which can be either or both surnames of the parents. Both parents must sign the form.

If both parents do not sign the form the surname of the child will remain as the surname that was given at the initial registration.

Can we choose a surname that is not one or both of the parents surnames?

This is allowed under certain circumstances. The agreement of the General Register Office (GRO) or the Superintendent Registrar (SR) is required. The form is available from GRO or at your local civil registration service office. Contact us at dahr@welfare.ie for more information.

What is a label/title?

A label/title on the birth certificate will indicate the relationship of the parent(s) to the child. The person who gives birth to the child will already have the label/title "Mother" or "Parent". The mother can choose to retain the current label/Title or to amend it to "Parent".

Where the other parent is male, he can choose a label of "Father" or "Parent". Where the other parent is female the label "Parent" will be automatically assigned.

What happens if we do not enter a label/title choice or we do not both sign the form?

The label/title of the birth mother will remain that which was previously registered, and the other parent will be assigned the label/title of "Parent" regardless of gender.

Why do I need to choose a local civil registration service office?

The consent of the relevant Superintendent Registrar (SR) of the area is required prior to the re-registration. GRO will obtain this from the relevant SR as part of the processing of your application.

Where can I find my nearest local civil registration service office?

The locations are available www.civilregistrationservice.ie

What happens after the form has been submitted?

GRO will process the form and contact the parents if there are any outstanding issues. The information will be entered in the registration system for completion at your chosen office.

How will the re-registration be carried out?

GRO will contact you when the birth is ready for re-registration. You will need to attend at your chosen civil registration office with Photo ID for both parents, the letter form GRO and a certified copy of the court order.

Will it be possible to sign the register?

Yes, it will be possible to record both of the parent signatures on the birth register.

What happens if either parent are unable to sign the register?

You can request an exemption from signing the register. Your local civil registration office will provide you with the application form. When completed, the form should be submitted to the registrar, and it will be forwarded to GRO for approval.

Can I sign the register now?

All local civil registration offices are closed to the public due to the current Covid -19 situation. It will not be possible to sign the register whilst the closures are in place. However, your application can still be processed in advance of the offices re-opening to the public.

How do I complete the form?

Fill in all the required fields. When complete, save the form to your device/laptop/PC, print it and sign it. You can submit an image of the form and the court order by email to dahr@welfare.ie or you can post the form to DAHR Re-Registration Section, General Register Office, Government Buildings, Convent Rd, Roscommon Co. Roscommon.

Is there a charge for the application?

There is no charge for the re-registration process. However, if you require a copy of the amended birth certificate there is a charge of €20.00 for each copy.

Application for the Re-Registration of a Donor Assisted Human Reproduction (DAHR) Birth



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This form with a copy of the Court Order can be e-mailed to dahr@welfare.ie. Alternatively you can print, sign and post the form with a copy of the Court Order to DAHR Re-Registration Section, General Register Office, Government Offices, Convent Road, Roscommon, Co. Roscommon, F42 VX53.

PART 1 - DETAILS OF CHILD

Forename 1

Forename 2

Other Forename

Date of Birth

Surname

Registration ID

PART 2 - DETAILS OF INTENDING PARENT (REQUIRED PARTICULARS)

Full name of Parent

Birth Surname

Former Surname (if any)

Your Mother's Birth Surname

PPS Number

Date of Birth

Occupation at time of birth

Civil Status at time of birth

Nationality

Address at time of birth

Current address (if different)

Date of Marriage (if applicable)

PART 3 - SURNAME OF CHILD (ONLY IF SURNAME IS TO BE CHANGED)

New Surname of Child

Surname will only be amended if both parents have signed the declaration below

PART 4 - LABELS/TITLES OF PARENTS

Birth Mother of Child

If no selection is made, label/title of mother will remain as already recorded in the register of births.

Intending Parent

Female parent title will be "Parent". Male parent can choose the title "Parent" or "Father"

PART 5 - 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

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.