

General Register Office  
Rm 109, Smedley Hydro  
Trafalgar Road  
Birkdale, Southport  
PR8 2HH

Email: [xxxx.xxxx@ips.gsi.gov.uk](mailto:xxxx.xxxx@ips.gsi.gov.uk)  
Web: [www.ips.gov.uk](http://www.ips.gov.uk)

Xxxxxx Xxxxxx

17 May 2011

Dear Xxxxxxxx

### **Freedom of Information request**

Thank you for your letter of 27 April in which you ask for information on “CS exemption codes”. Your request has been handled as a request for information under the Freedom of Information Act 2000.

From 1 April 2008, the General Register Office (GRO) became part of the Identity and Passport Service (IPS).

You asked for the following information

#### **1) What do the letters CS represent?**

Certificate Services.

#### **2) What does the code provide exemption for/from?**

The code provides exemption from providing full details for events which have taken place in the last 50 years when applying for a certificate e.g. full name of mother, full date of birth.

#### **3) Where/from whom is a code obtained from?**

The code is obtained from the certificate production team at Southport on application.

It might be helpful if I provide some further information about the CS exemption code policy. The General Register Office is aware that identity fraud is a growing problem and whilst birth certificates should not be considered as proof of identity, we are aware that in many instances they are regarded as such. Those records under 50 years are those most at risk of this potential misuse and GRO therefore request full details of the event from those requesting such a certificate. This is to try and minimise the likelihood of misuse of the

resulting certificate. Some organisations/individuals for example charities or probate companies, are eligible to apply for an exemption to this policy and after a process of due diligence GRO may issue a code that can be quoted when application is made. The organisation/individual is still required to identify the entry but is not required to provide the same level of detail as part of their application.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference FOICR 18590/11.

Information Access Team  
Home Office  
Ground Floor, Seacole Building  
2 Marsham Street  
London SW1P 4DF  
Email : [info.access@homeoffice.gsi.gov.uk](mailto:info.access@homeoffice.gsi.gov.uk)

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. Should you remain dissatisfied after this internal review, you would have a right of complain to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely,

Xxxxxx Xxxxxx

GRO Communications