

Xxxx Xxxxx

Via email: XXXXXXXXXXXXXXXXXXXX@XXXX.XX.XX

Tel: 0151 471 4242
Email: xxxxxx.xxxxx@ips.gsi.gov.uk
Web: www.ips.gov.uk

31 October 2011

Ref: FOICR 20188/11

Dear Xxxxx

Freedom of Information request

Thank you for your email of 3 October 2011 in which you ask for information on the cost of a certificate. Your request has been handled as a request for information under the Freedom of Information Act 2000.

You asked:

I understand that you do not charge the LO's for the blank certificates but that you would have to have the certificates printed which would incur a charge, that charge is the price I am after. The reason for the request is that I am leading a campaign against the horrendous cost of the provision of an actual certificate and I'm trying to establish the actual cost of the certificate.

I can confirm that we hold information relating to the cost of certificates.

The cost of a particular "blank" certificate depends on a number of factors, such as the design cost of the certificate and the likely volume of use (those which are issued frequently being cheaper per unit than those which are issued more rarely). Based on the calculations we used to set certificate fees in GRO for 2010/11, the average cost of such a "blank" certificate is approximately 16 pence. As you know, we do not charge the local authorities for supply of these certificates.

You mention in your email that you are leading a campaign against the cost of a certificate (that is, the fee charged for a completed certificate), and also that you believe that the financial cost for a registrar to produce the certificate is £3.70. I cannot comment on your calculations on this, but you may be interested in the information I am attaching at Annex A to this letter. This shows the outcome of work done by LACORS (the Local Authority Coordinating Organisation on Regulatory Services) – part of the Local Government Association - to help establish the cost to a local authority of issuing a certificate. The resulting statutory fee was set at £9 for 2010/11.

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 20188 / 11.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF
Email : 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 complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely,

Xxxxxx Xxxxxx
Communications manager
General Register Office

Annex A

Calculations used to support the setting of a fee for certificates of birth, death or marriage issued from a register deposited with the Superintendent Registrar (2010/11).

Activity	Staff	Time (mins)	Cost (pence)
Application	Admin	4	124.8
Search for entry	Admin	1	31.2
Locate register	Admin	1	31.2
Check application	Admin	1	31.2
Process fee	Admin	3	93.6
Produce certificate	Admin	5	156.0
Check and Sign	SR	2	136.8
Send Certificate	Admin	1	31.2
Associated administrative duties (filing applications, spoils, stationery)	Admin	4	124.8
Stock control / indexing / quarterly copies and associated management functions such as ensuring compliance with audit and financial protocols and financial reconciliation etc	SR	2	136.8
Totals		24	897.6