

CERTIFICATES (COPIES) - See also Chapter 56

1. **Circumstances in which a certified copy may be issued**

1.1 Previously, duplicate certificates could only be issued when:

- the original certificate had become dilapidated, torn or burnt. In this case the tattered or charred remains must have been seen and retained by us
- where the original had been unofficially altered; in this case, we must have retained the altered certificate
- where a copy was needed by the authorities of another country for pension or other official purposes
- where a certificate had been lost in a Government Department
- where the Post Office could not confirm delivery and a letter of particulars was not acceptable
- where ten or more years had elapsed since the certificate was first reported lost

1.2 However, current policy allows for a duplicate certificate to be issued providing the name and date of birth of the applicant is supplied along with the year the applicant was registered or naturalised and the appropriate fee (see **Chapter 6**).

2. **General procedure**

2.1 The Nationality Computer System only records registrations and naturalisations granted after 1 October 1986. Therefore, duplicate certificates can only be issued by UKBA for grants of citizenship made after this date.

2.2 These requests are dealt with in the Citizenship Ceremonies Support Team (CCST). Requestors should submit a completed form NC along with the appropriate fee.

2.3 Records of applications registered before October 1986 are held in the National Archives in Kew and certified copies can be obtained from them at:

The National Archives,
Kew,
Richmond,
Surrey,
TW9 4DU

3. **Procedure for issuing a certified copy**

3.1 The procedure for issuing a certified copy will depend on whether the grant of citizenship was made before 1 October 1986 or after.

3.2 Where the grant was made before October 1986 the enquirer should be referred to the National Archives Public Records Office (see paragraph 2.3 above).

3.3 Where the grant was made after October 1986, the following procedure should be followed:

- i. The Citizenship Ceremonies Support Team (CCST) decides the request and prepares a covering letter if required.
- ii. If granted, CCST will produce a new certificate.

- iii. CCST will also arrange for the endorsement at paragraph 3.4 below to be added.
- iv. An AO within the Citizenship Ceremonies Support Team signs the certificate on behalf of the Director.
- v. CCST emboss the certificate before returning it to the applicant.

3.4 Endorsements

Endorsement for a Certificate of Registration

I HEREBY CERTIFY that this is a true extract of the Home Office Record of the Certificate of Registration issued to

for Head of Nationality Directorate

Endorsement for a Certificate of Naturalisation

I HEREBY CERTIFY that this is a true extract of the Home Office record of the Certificate of Naturalisation issued to

for Head of Nationality Directorate

NB. "Naturalisation" is spelt with an 's' if the certificate was granted on or after 1 January 1949 and with a 'z' if it was granted before 1949.

4. Notifying other Departments

4.1 When it would not be appropriate to issue a certified copy we should offer to give the necessary information to IPS or other authority concerned if they ask us to do so.

5. Alterations to certificates (see under "NAMES")