



Before completing this form please read: 'How to apply for a correction to a birth registration'

This can be obtained from your local register office or at www.gov.uk

The application should be made by the mother and the father/2nd parent (if their details are included on the certificate). If you are applying for a correction to your own birth certificate we will need a letter from the person(s) who originally registered the birth agreeing to the correction.

There is a statutory fee for each application. If the application does not need to be referred to the General Register Office (GRO) the fee will be £83.00. Any application requiring referral to GRO the fee will be £99.00.

This is a consideration fee and, as such, is not refundable. The fee must be paid at the point of application.

1.1 Applicant's details:

--	--	--	--	--	--	--	--

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

We may need to contact you, how would you prefer to be contacted? Please tick one.

7

11

7

[illegible]

1.2 Child's details as stated on birth certificate:

[illegible]

[illegible][illegible]

Please clearly explain in the boxes below what is wrong and what the correct details are:

2.2 The correct details to be shown

--	--

S

You need to show that the information originally given at the time of the registration was wrong. You will have to produce document(s) that clearly show what the correct information should be. These documents should be valid or dated around the time of the birth.

passport
identity card
photocard driving licence
letter from a government department
bank/building society statement

- utility bill
- credit card statement
- letter from a hospital/doctor
- certificate of 1st marriage (for correction to maiden name)

Please do not send in original documents or photographs of original documents; we will accept photocopies which have been certified by a professional or reputable person as a true copy of the original. A list giving examples of suitable persons can be found at:
<https://www.gov.uk/countersigning-passport-applications>

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

If you cannot send any evidence that an error has occurred your application will not result in a correction. Further advice can be obtained by calling **0300 123 1837**

4.0 The correction:

The original information will always be shown as it was first given, but a note will be written against the registration. This will explain what the correct information should be and the date when the correction was made. All full birth certificates issued afterwards will include the note in the margin. There is no legal requirement to witness the correction.

4.1 Declaration:

I confirm that I understand the correction will be made in my absence and the correction will take the form of a note in the margin.

Applicant:

Date:

--	--

5.0 Please include any further information which you think maybe relevant to your application.

6.0 If the correction is to the child's name and both parents are named on the certificate, they must both sign the declaration below.

Contact details of mother and father/2nd parent if not given overleaf

6.1 Mother's details:

Title	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Forenames	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Surname	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

[illegible][illegible][illegible]

5

--	--	--	--	--	--	--	--

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

5

I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation

© 2004 Blackwell Publishing Ltd, *Journal of Internal Medicine* 255: 111–118

5

S

7.3 I have enclosed document(s) that show the correct information

Yes

☐

7.4 I have read the guidance leaflet: 'How to apply for a correction to a birth registration'

Yes

☐

Please take or send your application form and documentary evidence to the register office for the area where the birth was registered. You can ring GRO on 0300 123 1837 who can also confirm where your application needs to be sent.

The local register office will be able to advise you on which fee will apply for consideration of the correction.

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies

Fair Processing Notice

By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.

The General Register Office is part of His Majesty's Passport Office.