



Please read the guidance notes before completing this form in CAPITALS and BLACK INK

The General Register Office maintains a record of all adoptions granted by the courts of England and Wales on or after 1st January 1927

Section 1 - Customer Details

1.1 GRO Customer Account Number [grid]

1.2 Title [grid] Forename [grid]

Surname [grid]

Company Name [grid]

Address [grid]

[grid]

Town [grid]

County [grid]

Country [grid] Postcode [grid]

1.3 Email (Please use capital letters) @ [grid]

Telephone [grid]

Section 2 - Details of Adoption

All fields marked with * are required if the adopted person is under 18 years of age.

* Adopted Person's Forename [grid]

* Surname [grid]

* Adoptive Parent Forename [grid]

* Surname [grid]

* Adoptive Parent Forename [grid]

* Surname [grid]

* Date of Birth of Adopted Person [grid] Date of Adoption [grid]

Court that made the Adoption Order [grid]

Section 3 - GRO Index Reference* (Failure to provide this may incur an additional fee)

Date of Entry (if known) [grid]

Volume [grid] Entry Number [grid] Year [grid]

Section 4 - Other Information

4.1 Number of Certificates Full [grid] Short [grid]

4.2 Priority Despatch [checkbox] Applying for your own certificate? [checkbox]

4.2 a) Priority Despatch (DHL overseas only) [checkbox] 4.2b) special delivery UK Only [checkbox]

4.3 Your Reference [grid]

Section 5 - Payment Information

5.1 Total Value of Application

£ .

5.2 Payment by Cheque

Payment by Postal Order

5.3 Cheque/Postal Order Number

5.4 Payment by Debit/Credit Card

Visa

MasterCard

Maestro/Visa Debit

Card Number

Security Number

Expiry Date

Start Date

Issue Number

(if applicable)

Name of Cardholder
(as it appears on the card)

WorldPay ID
(for official use only)

Guidance Notes

Section 1 - Customer Details

1.1 GRO Customer Account Number - All new applications placed on the GRO order system will generate a customer number that you will find on your shipping note. Please quote this number on all subsequent orders. If this is your first order then please leave this blank.

1.2 Customer Address - Please provide a delivery address for the certificate. Note that if you are paying by credit or debit card this address must be the same as your card's billing address. Company name: Please leave blank if registering as an individual.

1.3 mail Address / Telephone Nos. - Please ensure that you include a telephone number or an email address in case we need to contact you about your order. Note that the '@' symbol in your email address has been preprinted for you.

Section 2 - Details of Adoption - You must supply the full name and date of birth. If the adopted person is under 18 years of age you must also supply the forename and surname of the adoptive parents.

Section 3 - GRO Index Reference - Please visit the website www.gro.gov.uk or phone 0300 123 1837 for details on how to obtain a GRO Index Reference number and for the location of your nearest microfiche holder. The GRO Index Reference Number can also be found in the bottom left hand corner of a short certificate of adoption. *From 16 February 2019 there will be an additional fee charged for applications made for certificates where an available GRO Index reference has not been quoted. Details of the fee can be found at: Gov.uk

Section 4 - Other Information

4.1 Number of Certificates

You can order more than one copy of the requested certificate, a full fee is payable for each one.

4.2 Priority Dispatch - Place an 'X' in the supplied checkbox if you wish to use our priority service. The fee for overseas DHL delivery will be £12.00. Our standard service will dispatch orders in 4 working days if you have supplied a GRO Index Reference or in 15 working days without a reference. The priority service will be dispatched the next working day. Note: We will start to process orders received after 4pm the next working day. Choosing priority dispatch will affect the final price of your order.

4.3 Your Reference - You may include a personal reference here for your own cataloguing purposes. This reference will appear on the certificate shipping note.

Section 5 - Payment Information - Details of fees can be found at: Gov.uk

5.1 Total Value of Application - The final price is affected by the dispatch service chosen and the number of certificates requested. Please note a full fee is payable for each certificate requested.

5.2 Cheque / Postal Order - Should be made payable to "**Her Majesty's Passport Office**". Please tick the appropriate tick box and list the cheque or postal order number.

5.4 Debit / Credit Card - If you are paying by debit / credit card please tick the appropriate checkbox and complete the boxes for card number, security number (the last three digits on the reverse of the card), expiry date and start date. Also include the name of the cardholder as it appears on the card. Complete the issue number if appropriate.

Please note that the application fee includes a return postal charge; therefore customers are NOT required to send a SAE with their application form

Please return to the following address by post

General Register Office, PO Box 2
Southport, Merseyside, United Kingdom PR8 2JD
Telephone: 0300 123 1837 Email: certificate.services@gro.gov.uk

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

General Register Office: part of Her Majesty's Passport Office

