

**APPLICATION BY MOTHER AND/OR FATHER
TO RE-REGISTER THEIR CHILD'S BIRTH TO
ADD THE NATURAL FATHER'S DETAILS**

**A new birth registration will be made which will replace the original birth registration.
At least one parent will have to go to a Register Office to sign the new registration.**

You should complete this form if:

- you wish to add the natural father's details to the child's original birth registration and
- the original birth registration **does not** show any father's details and
- the natural parents were not married to or in a civil partnership with each other when the child was born and have not married or formed a civil partnership with each other since
- there is no charge for the re-registration of the birth but you will have to pay for any certificates issued as a result of this re-registration.

If you do not complete this form fully or fail to send in the correct documentation your application will be returned without being processed and your application will be delayed.

SECTION 1 - WHO WILL BE GOING TO THE REGISTER OFFICE? – Please tick ONE box

Mother and father will go together Complete sections 2-7 and read Section 8	<input type="checkbox"/>	Mother will go but father is not able to go Complete sections 2-7 and read Section 8	<input type="checkbox"/>
Father will go but mother is not able to go Complete sections 2-7 and read Section 8	<input type="checkbox"/>	Mother will go but father is not co-operating Read Section 12 and complete sections 2-7 and 13	<input type="checkbox"/>
Father will go but mother is not co-operating Read Section 12 and complete sections 2-7 and 13	<input type="checkbox"/>		

SECTION 2 - DETAILS OF THE ORIGINAL BIRTH REGISTRATION

- **Your application must include a certified* photocopy of the child's full birth certificate.**

Please do NOT send original documentation as this will not be returned.

I/We have enclosed a certified* copy of the child's full birth certificate

Yes

SECTION 3 - DETAILS FOR THE NEW BIRTH REGISTRATION

A) CHILD'S DETAILS

CHILD'S SURNAME AS ORIGINALLY REGISTERED

If you wish to change the child's surname, it can be changed to the same as the mother, the natural father or any combination of the two as long as both parents agree to the change. If the child is over 16, his/her written consent must also be obtained. See Section 7. Indicate below the surname you wish your child to be known by.

SURNAME YOU WISH CHILD TO BE KNOWN BY

Forename(s) cannot usually be changed on re-registration. (see back of form for where to find further information).

CHILD'S FORENAME(S)

B) NATURAL FATHER'S DETAILS

You should provide the father's full name. Not providing a full name may cause difficulties with other Government Agencies or with passport issuing authorities.

SURNAME

FORENAME(S)

C) MOTHER'S DETAILS

If the mother's name(s) are now different to the names shown on the child's original birth registration, you may be asked for evidence to link the two names at a later date.

CURRENT SURNAME

CURRENT FORENAME(S)

* **Certified - see back of form for details**

SECTION 4 – DETAILS OF MARRIAGE OR CIVIL PARTNERSHIP

Have the child’s mother and natural father ever been married to, or in a civil partnership with, each other? Yes No

If YES - please provide a certified* photocopy of the marriage or civil partnership certificate (If you ticked YES and you are no longer married or in a civil partnership, please also provide a certified* photocopy of your divorce decree absolute or dissolution of civil partnership order).

SECTION 5 – COURT INVOLVEMENT

You must answer **ALL** questions, by ticking **Yes** or **No** and provide the further details where necessary

- 1. Has any court order been made that states who the child’s father is? (If YES submit certified* photocopy of relevant order) Yes No
- 2. Has any court order been made which does not allow a change to the child’s surname? (If YES submit certified* photocopy of relevant order) Yes No
- 3. Has any parental responsibility agreement been made? (If YES submit certified* photocopy of parental responsibility agreement) Yes No
- 4. Has the child been adopted? Yes No
- 5. Is the child a ward of court? Yes No
- 6. Is the child in the care of the local authority or guardian? (If YES, please provide contact details of the child’s current social worker below) Yes No

Name.....
Department.....
Address.....
.....
Telephone No Email Address.....

SECTION 6 – PARENTS’ CONTACT DETAILS

Mother’s current address
.....
.....
.....
.....
Postcode.....
Telephone No
Email Address

Natural Father’s current address (if different to mothers)
.....
.....
.....
.....
Postcode
Telephone No
Email Address

SECTION 7 – DECLARATIONS

Warning: Any person who deliberately gives false information for the registration of a birth may be prosecuted. Important Information :-

Parental Responsibility is acquired automatically by the mother and, where he is married to or in a civil partnership with the mother, the father. A father, who is neither married to or in a civil partnership with the mother, will acquire parental responsibility when the birth is registered or re-registered to include his details after he and the mother have acknowledged his paternity. Once parental responsibility is acquired, only a court can remove it. If you require further information, you may wish to contact Family Lives on 0808 800 2222 or seek legal advice.

Mother (if available) – I have read the warning and declare that the man named in Section 3 is the natural father of the child identified from Section 2.

Signature (Please sign in the surname you are using now)

..... Date

Natural Father (if available) – I have read the warning and declare that I am the natural father of the child identified from Section 2.

Signature

..... Date

Child of 16 Years or Over -

If the child is 16 years of age or over and a change of surname has been requested in Section 3, the child should sign in the space provided to acknowledge his/her agreement to this change.

Signature

..... Date

SECTION 8 – WHAT TO DO NEXT

READ THE FOLLOWING INFORMATION CAREFULLY AS YOUR APPLICATION WILL BE DELAYED IF YOU DO NOT SEND YOUR FORM TO THE OFFICE THAT WILL BE DEALING WITH YOUR CASE.

OPTION 1

- you have answered NO to ALL of the questions in section 4 and 5
- you stated in Section 1 that BOTH parents can go together to a Register Office in England or Wales
Go to section 9

OPTION 2

- you have answered NO to ALL of the questions in section 4 and 5
- only ONE parent is able to go to a Register Office in England or Wales
Go to section 10

OPTION 3

- you have answered YES to ANY of the questions in section 4 and 5
- you stated in Section 1 that **BOTH** parents can go **together** to a Register Office in England or Wales
Go to section 11

OPTION 4

- options 1, 2 and 3 are **NOT** applicable
Go to section 12

SECTION 9 –

YOUR APPLICATION WILL BE DEALT WITH BY YOUR LOCAL REGISTER OFFICE

- Contact the Register Office that you both wish to go to
- Tell them you have already completed an application form for a re-registration
- Act on the advice they give to you

SECTION 10 –

YOUR APPLICATION MUST BE SENT TO THE GENERAL REGISTER OFFICE

The parent who is unable to go to the register office will need to complete a Statutory Declaration of Acknowledgment of Parentage (Form 16) - this is available from any Register Office in England or Wales or you can download a form from <https://www.gov.uk/general-register-office>

You should now:

- Complete **Section 13**
- send your completed application form and your completed Form 16 to:

GRO Casework Team, PO Box 476, Southport PR8 2WJ

Or email GROCasework@gro.gov.uk

SECTION 11 -**YOUR APPLICATION MUST BE SENT TO THE GENERAL REGISTER OFFICE**

As you have ticked YES to one of the questions in section 4 or 5, it may still be possible for BOTH of you to go to a register office but your application will need to be sent to the General Register Office. You should now:

- Complete **Sections 2-7 and 13**
- send your completed application form
- send certified* copies of documents referred to in the Section 4 guidance notes if you have answered YES to the question.
- send certified* copies of documents referred to in the Section 5 guidance notes if you have answered YES to any of the questions to:

GRO Casework Team, PO Box 476, Southport PR8 2WJ

Or email GROCasework@gro.gov.uk

SECTION 12 -**YOUR APPLICATION MUST BE SENT TO THE GENERAL REGISTER OFFICE**

If one of the natural parents is unwilling to co-operate with a re-registration application, you should be aware that there is the facility for only ONE parent to re-register the birth using a court order or a Parental Responsibility Agreement. The acceptable court orders are as follows:

- Section 4 of the Children Act 1989
- Paragraph 1 of schedule 1 of the Children Act 1989
- Section 4 of the Family Law Reform Act 1987
- Section 9 of the Guardianship of Minors Act 1971
- Section 11b of the Guardianship of Minors Act 1971
- Section 4 of the Affiliation Proceedings Act 1957

If you have one of the above court orders or a Parental Responsibility Agreement, you should now:

- Complete **Sections 2-7 and 13**
- send your completed application form
- send a certified* copy of one of the orders listed above or a Parental Responsibility Agreement
- send certified* copies of documents referred to in the Section 4 guidance notes if you have answered YES to the question.
- send certified* copies of documents referred to in the Section 5 guidance notes if you have answered YES to any of the questions to:

GRO Casework Team, PO Box 476, Southport PR8 2WJ

Or email GROCasework@gro.gov.uk

SECTION 13 -**WHICH REGISTER OFFICE IN ENGLAND OR WALES DO YOU WANT TO GO TO?**

Please enter the name of Town/City or London Borough for the Register Office you wish to go to

You will be required to make an appointment and go to the Register Office you have identified above to complete the re-registration. The General Register Office will contact you when the paperwork has been prepared to advise you to contact your chosen Register Office to make an appointment.

***Certified – examples of acceptable certifiers include staff at a local register office, civil servant, local government officer, postal official, teacher or some other professional person or a person of good standing. The person certifying any document should not be related to the applicant(s) by birth, marriage or civil partnership, be in a personal relationship with the applicant(s), nor live at the same address. The certifier should include the words ‘Certified to be a true copy of the original seen by me’, sign, print their name, confirm their occupation and add their address and telephone number.**

This form is produced on behalf of the Registrar General.

The information contained in it is based on the Births and Deaths Registration Act 1953 but is not a full statement of the law.

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

Further information

For further information please see www.gov.uk/general-register-office or contact the General Register Office 0800 123 1837 (Mon – Fri 9.00 – 17.00) or email GROCasework@gro.gov.uk