



Section 1 - Customer Details

1.1 GRO Customer Account Number

Grid for GRO Customer Account Number

1.2

Title

Grid for Title

Forename

Grid for Forename

Surname

Grid for Surname

Company Name

Grid for Company Name

Address

Grid for Address

Grid for Address

Town

Grid for Town

County

Grid for County

Country

Grid for Country

Postcode

Grid for Postcode

1.3

Email

(Please use capital letters)

Grid for Email

@

Grid for Email

Telephone

Grid for Telephone

Section 2 - Details of Adoption

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

* Adopted Persons Forename

Grid for Adopted Persons Forename

* Surname

Grid for Adopted Persons Surname

* Adoptive Parent Forename

Grid for Adoptive Parent Forename

* Surname

Grid for Adoptive Parent Surname

* Adoptive Parent Forename

Grid for Adoptive Parent Forename

* Surname

Grid for Adoptive Parent Surname

* Date of Birth of Adopted Person

Grid for Date of Birth of Adopted Person (dd-mm-yyyy)

Date of Adoption

Grid for Date of Adoption (dd-mm-yyyy)

Court that made the Adoption Order

Grid for Court that made the Adoption Order

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

Date of Entry (if known)

Grid for Date of Entry (dd-mm-yyyy)

Volume

Grid for Volume

Entry Number

Grid for Entry Number

Year

Grid for Year

Section 4 - Other Information

4.1

Number of Certificates

Full

Grid for Number of Certificates Full

Short

Grid for Number of Certificates Short

4.2

Priority Despatch

Grid for Priority Despatch

Applying for your own certificate?

Grid for Applying for your own certificate?

4.2 a)

Priority Despatch (DHL overseas only)

Grid for Priority Despatch (DHL overseas only)

4.2b) special delivery UK Only

Grid for special delivery UK Only

4.3

Your Reference

Grid for Your Reference

Section 5 - Payment Information

5.1 Total Value of Application	£	<input type="text"/>	.	<input type="text"/>											
5.2 Payment by Cheque	<input type="checkbox"/>	Payment by Postal Order	<input type="checkbox"/>												
5.3 Cheque/Postal Order Number	<input type="text"/>														
5.4 Payment by Debit/Credit Card	Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	Maestro/Visa Debit	<input type="checkbox"/>									
Card Number	<input type="text"/>				Security Number	<input type="text"/>									
Expiry Date	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	Start Date	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	Issue Number	<input type="text"/>	<input type="text"/>	(if applicable)
Name of Cardholder (as it appears on the card)	<input type="text"/>														
WorldPay ID (for official use only)	<input type="text"/>														

GuidanceNotes

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 Email 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 £13.50. 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 "HM 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 HM Passport Office

