



## Application for a Civil Partnership Certificate

The quickest, easiest and cheapest way to order a certificate is to go online using the GRO's secure online ordering service at: [www.gov.uk/bmdcertificates](http://www.gov.uk/bmdcertificates) and include a GRO index reference with your application.

Please read the notes overleaf before completing this form in **BLOCK CAPITALS**

### Section 1. Applicant's name and address

	Postcode
Telephone:	
Email address:	

### Section 2. Order Details

Order Type: Standard	<input type="checkbox"/>	Priority	<input type="checkbox"/>
Full:	Amount Required		
Extract:	Amount Required		

### Section 3. Please tick box if appropriate

Applying for own civil partnership certificate	<input type="checkbox"/>
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### Section 4. Details of Civil Partnership. These are used to check that the correct entry has been identified.

Name of Civil Partner	Name of Civil Partner										
Address at time of civil partnership registration	Address at time of civil partnership registration										
Father's name	Father's name										
Mother's name	Mother's name										
Date of civil partnership registration											
Place of civil partnership registration											
GRO Index Reference (if known):											
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											

### Section 5. Name and delivery address

Please PRINT the name, address and postcode of the person to whom you wish the certificate to be sent. It is very important a postcode is provided.

### Section 6. Payment details

#### Either:

debit my Visa/Master/Maestro card £.....

Card number

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Security code (the last three digits of the number found on the signature strip of your card)

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Expiry date

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Start date

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Issue number

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Signature.....

Date.....

or

send a cheque/postal order/international money order expressed in pounds sterling made payable to **HM Passport Office**. International cheques and drafts must bear the name and address of a clearing bank in England or Scotland.

**Please do not send cash.**

## How to fill in this application form

This office holds records of civil partnerships registered in England and Wales from the 5<sup>th</sup> December 2005. Please use this application form to apply for a civil partnership certificate. Please complete this form in **BLOCK CAPITALS**.

### Section 1.

Fill in your name, full address including postcode, telephone number and email address (optional).

### Section 2.

Write in figures in the boxes provided the number of certificates you require.

### Types of certificates:

There are two types of civil partnership certificate. The **full certificate** shows all the information contained in the civil partnership record, including the addresses for the civil partners at the time the civil partnership was registered.

The **extract certificate** does not show these addresses.

### Information needed:

The details of both civil partners, the date and the place where their civil partnership was registered should be provided.

For a **full certificate**, the details provided must also include the full addresses of both civil partners at the time their civil partnership was registered. If the full addresses of both civil partners are not provided, an **extract certificate** will be issued. If a full certificate is required and the full addresses of both civil partners cannot be provided, an application may be made to the Registrar General with the reasons. The Registrar General may authorise the issue of a full certificate if satisfied that it would be reasonable to do so.

### Section 3.

Tick the appropriate box overleaf if you are applying for a copy of your own certificate.

### Section 4.

The more details of the civil partnership you supply the better chance we will have of identifying the correct record.

### Section 5.

The name and delivery address written in this box will be used on an address label to send your certificates. Please use **BLOCK CAPITALS**.

### Section 6.

Complete the card details if you are paying by a credit or debit card. It is not necessary to complete this section if applying by cheque/postal order. Please see the separate fees list for the current cost of certificates.

## Further information

For information on our current prices please refer to the booklet on GOV.UK 'How to order and Pay for Civil Registration Records' or visit [www.gov.uk/bmdcertificates](http://www.gov.uk/bmdcertificates) click 'start now' and select 'Most Customers Want to Know'

If you apply by post or telephone an additional administration fee is payable. Also, if you do not include a GRO index reference an administration fee is payable. These fees cover the extra work of processing your application.

If the GRO is unable to produce a certificate, on the basis of customer information provided, then £3.50 will be retained from the certificate refund to cover costs incurred. In these instances, any additional administration fees paid with the application are also non-refundable.

## Other ways of making an application for a certificate:

- online at [www.gov.uk/bmdcertificates](http://www.gov.uk/bmdcertificates)
- You can place an order by telephone using a credit/debit card on: 0300 123 1837.
- You can apply to the registration authority of the area where the civil partnership was registered.

## Send your completed application to:

(This is not a freepost address)

General Register Office  
PO Box 2  
Southport  
Merseyside  
PR8 2JD

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