

# REGISTRATION OF A BIRTH

## NOTES FOR GUIDANCE

### Why register a birth?

By law all births occurring in Northern Ireland must be registered. You will require proof of the birth for various purposes including claiming child benefit and registering your baby with a doctor. A birth must be registered within 42 days of the date of birth

### Who can register the birth?

- It is the primary responsibility for the mother or the father to register the birth

*If this is not possible then the following people can register the birth:-*

- a grandmother, grandfather, aunt or uncle of the baby who has knowledge of the birth
- the occupier of the premises in which the baby was born ( this includes the matron, governor, superintendent or chief officer)
- any person present at the birth
- any person having charge of the child

In the case of a child born to parents who are not married to each other, the mother would normally register the birth. However, the father's name may be recorded if both parents register the birth together or a declaration of paternity is produced. In exceptional cases if the mother is not available the father may register the birth if a declaration of parentage, certain specified court orders or parental responsibility agreements are produced. Please see additional notes overleaf or ask the Registrar for advice.

### What is the purpose of registration?

The records provide positive information about individuals and are used for many legal and administrative purposes (for example: National Insurance, Education, Transfer of Property, Employment, Obtaining a Passport, etc.)

They provide valuable statistics (for example: Fertility Rates, Population Estimates, etc) The statistics are published yearly in the Registrar General Annual Report.

Some of the information collected is for statistical purposes only. Because this information is strictly confidential it does not appear on the birth certificate.

### Where can the birth be registered?

- In the maternity hospital with the District Registrar, who attends the hospital on certain days of the week. This is applicable to the following hospitals; Antrim Area, Mater Maternity, Royal Maternity and Ulster Hospital.
- In the Registrar's District where the birth took place, or where the mother normally lived at the time of birth.

Registrar's addresses and telephone numbers can be found on the attached form. They can also be found in the telephone book and Yellow Pages under Registration of Births, Deaths and Marriages and at [www.groni.gov.uk/contacts.asp](http://www.groni.gov.uk/contacts.asp).

### What will the registrar give you?

Once the registration is completed, the Registrar will issue the following forms:-

One free short birth certificate will be issued automatically at the time of registration, and an Infant Registration Form HS123 to register with the family doctor and obtain a medical card.

# JOINTLY REGISTERING YOUR BABY'S BIRTH

## IMPORTANT NOTES FOR UNMARRIED PARENTS

### Who is responsible for children?

Married parents are both responsible in law for their children. They both have parental responsibility. Until now unmarried parents have not both had parental responsibility. Unmarried mothers have it automatically, but unmarried fathers have to apply for it, either by filling in an agreement form or by going to Court.

Most people thought unmarried fathers could get parental responsibility by jointly registering their child's birth. Up until now that wasn't true but the law changed on 15 April 2002. Now unmarried fathers can get parental responsibility, simply by jointly registering the birth of their child.

### How do we jointly register the birth?

There are three ways to give an unmarried father parental responsibility under the new law. They are:

1. **The mother and father together** can ask the Registrar to record both their names on the birth certificate. Then the mother and father each sign the register, in the other's presence.
2. The **mother alone** can ask the Registrar to put the father's name on the birth certificate. She has to fill in a Declaration form saying that this person is the baby's father. The Registrar will only put the father's name on if the father fills in and signs a Declaration form which must be witnessed by a relevant person. The Registrar can give you the forms and advice.

3. The **father alone** can ask the Registrar to put his name on the birth certificate. He has to fill in a Declaration form saying that he is the baby's father. The Registrar will only put the father's name on if the mother also fills in and signs a Declaration form. The Registrar can give you the forms.

### What is parental responsibility?

The law says that parental responsibility is "all the rights, duties, powers, responsibility and authority which, by law, a parent of a child has in relation to the child and his property". It enables you to look after your children and do everything they need for their well-being.

It gives you the right to make important decisions about your child's life - like who they should live with, or where they should go to school.

It means you are the person who consents to medical treatment for your child. There is no complete list of decisions that someone with parental responsibility can take for a child, because so many different decisions can come up. Even if you don't have parental responsibility for your child, the law says you have to help pay for their upbringing.

### Which of us can make the decisions?

People with parental responsibility can take most decisions about a child's upbringing or welfare either together or separately. Any person with parental responsibility can make a decision about the child without having to consult any other person with parental responsibility. There are, however some exceptions set out in law.

### When does parental responsibility end?

Parental responsibility ends for all parents when the child reaches 18 and becomes an adult.

When an unmarried father has got parental responsibility by jointly registering the child's birth, a Court Order can bring his parental responsibility to an end. The people who can apply for an order are:

- Someone else with parental responsibility, like the child's mother
- The child, if the judge agrees to the application being heard.

### What about my other children?

The new law only applies to children born on or after 15 April 2002. If you are an unmarried father and want to get parental responsibility for your older children, you can:

- Make a parental responsibility agreement with the child's mother and register it with the Office of Care and Protection at the High Court in Belfast.
- Get a Court Order.

### What if I'm not sure?

You don't have to jointly register your child's birth and both parents have to agree. Some people don't want to.

If you aren't sure about joint registration after reading this leaflet, don't just go ahead. Tell the Registrar you need a few days to think about it.

You could also talk to a Solicitor about anything that is worrying you, or contact other organisations offering support and advice to parents.

# Form of Particulars for Registration of Births

- Please read the guidance notes before Completing sections 1 to 4
- This form should be completed in CAPITAL Letters and handed to the Registrar. Postal Applications cannot be accepted.

Official Use Only	
Entry No:	U20____/____/____
Date Registered:	____/____/20____
Stamp No's	_____
No of Certs	NBC _____ FBC _____
	SBC _____
Amount Trd: £	_____
Signed:	_____

**PLEASE NOTE THAT A BIRTH REGISTRATION CANNOT BE EASILY CHANGED ONCE COMPLETED**

## 1. Details of Child

Forename 1		Forename 2	
Other Forenames			
Surname			
Sex of Child			
Date of Birth	/ /	Place of Birth	
Multiple Birth	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state time of birth		

## 2. Details of Mother

Forename(s)			
Surname			
Maiden Surname			
Previously Married	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Surname at Marriage (if different from maiden surname)			
Date of Birth	/ /	Place of Birth	
Place of Current Marriage	Date of Current Marriage	/ /	
Occupation			
No. of Previous Live Born	No. of Previous Stillborn		
Address including Post Code			
Home Tel No	Work Tel No		
Mobile No.	Email		

## 3. Details of Father

Forename(s)			
Surname			
Date of Birth	/ /	Place of Birth	
Occupation			
Address including Post Code			
Home Tel No	Work Tel No		
Mobile No.	Email		

# Form of Particulars for Registration of Births

## 4. Details of Informant (Name and Address of person registering the birth)

Forenames(s)		
Surname		
Relationship to Child		
Address including Post Code		
Home Tel No.		Work Tel No.
Mobile No.		Email

## 5. Declaration

I confirm that I have checked that the details given on this form have been entered correctly, and the registration is correct.

Informant's Signature .....

Registrar/Deputy's Signature .....

**THIS FORM ONCE COMPLETED SHOULD BE TAKEN EITHER TO THE REGISTRAR'S OFFICE FOR THE DISTRICT WHERE THE BIRTH TOOK PLACE, OR TO THE REGISTRAR'S OFFICE FOR THE AREA WHERE THE MOTHER NORMALLY LIVED AT THE TIME OF THE BIRTH IF WITHIN N. IRELAND. THE OFFICES AND OPENING TIMES ARE LISTED BELOW.**

DISTRICT REGISTRAR'S OFFICE	TELE.NO.	OPENING HOURS (MON TO FRI)
Antrim Civic Centre, 50 Stiles Way, ANTRIM, BT41 2UB	02894 481315	9.00 - 12.30 & 2.00 - 4.00
2 Church Street, NEWTOWNARDS, BT23 4AP	02891 824003	9.00 - 12.30 & 2.00 - 4.00
The Palace Demesne, ARMAGH BT60 4EL	02837 529615	9.30 - 12.30 & 2.00 - 4.30
Ardeevin, 80 Galgorm Road, BALLYMENA BT42 1AB	02825 660352	9.30 - 12.45 & 2.00 - 4.15 (Friday 4.00)
Riada House, 14 Charles Street, BALLYMONEY, BT53 6DZ	02827 660206	9.30 - 12.30 & 2.00 - 4.30
Council Offices, Downshire Road, BANBRIDGE, BT32 3JY	02840 660614	9.30 - 12.30 & 2.00 - 4.30 (Friday 4.00)
City Hall, BELFAST, BT1 5GS	02890 320202	9.30 - 4.30 (Friday 4.00)
Museum & Civic Buildings, 11 Antrim St. C'FERGUS BT38 7DG	02893 351604	9.30 - 12.30 & 2.00 - 4.00
Civic & Administrative Office, Bradford Court, Upper Galwally, CASTLEREAGH, Belfast, BT8 6RB	02890 494520	9.30 - 12.30 & 2.00 - 4.30 (Friday 4.00)
Cloonavin, 66 Portstewart Road, COLERAINE, BT52 1EY	02870 347020	9.00 - 4.30
Burn Road, COOKSTOWN, BT80 8DT	02886 762205	9.00 - 12.30 & 2.00 - 4.30 (Friday 4.00)
Civic Centre, Lakeview Road, CRAIGAVON BT64 1AL	02838 312400	9.00 - 12.30 & 2.00 - 4.30 (Friday 4.00)
Guildhall, LONDONDERRY, BT48 6DQ	02871 268439	9.30 - 12.30 & 2.00 - 4.30
24 Strangford Road, DOWNPATRICK, BT30 6SR (DOWN)	02844 610825	9.30 - 12.30 & 2.00 - 4.00
Council Offices, Circular Rd. DUNGANNON BT71 6DT	02887 720329	9.30 - 12.30 & 2.00 - 4.30 (Friday 4.00)
Townhall, ENNISKILLEN, BT74 7BA (FERMANAGH)	02866 325050	9.30 - 12.30 & 2.00 - 4.30
Smiley Buildings, Victoria Road, LARNE BT40 1RU	02828 272313	9.00 - 12.30 & 2.00 - 4.30
7 Connell Street, LIMAVADY, BT49 0AH	02877 722226	9.00 - 12.15 & 1.30 - 4.30
The Island Civic Centre, The Island, LISBURN, BT27 4RL	02892 509250	9.00 - 4.30
50 Ballyronan Road, MAGHERFELT, BT45 6EN	02879 397979	9.00 - 12.30 & 2.00 - 4.30 (Friday 4.00)
Sheskburn House, 7 Mary Street, BALLYCASTLE BT54 6QH (MOYLE)	02820 762225	9.30 - 12.30 & 2.00 - 4.30 (Mon, Wed, Fri) 9.30 - 12.30 (Tues, Thurs)
Townhall, Bank Parade, NEWRY, BT35 6HR (NEWRY & MOURNE)	02830 261512	9.30 - 12.30 & 2.00 - 4.00
Mossley Mill, NEWTOWNABBEY, BT36 5AQ	02890 340179	9.30 - 12.30 & 2.00 - 4.00
Townhall, The Castle, BANGOR, BT20 4BT (NORTH DOWN)	02891 278003	9.00 - 12.30 & 2.00 - 4.00
District Council Offices, The Grange, Mountjoy Road, OMAGH, BT79 7BL	02882 245321	9.30 - 12.30 & 2.00 - 4.30
District Council Offices, 47 Derry Road, STRABANE BT82 8DY	02871 382204	9.30 - 12.30 & 2.00 - 4.30