# General Register Office (GRO) Application Form Guidance Notes

For further information please contact GRO using one of the following options:
Website: www.gro.gov.uk
Email: certificate.services@gro.gsi.gov.uk
Telephone: 0300 123 1837

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## 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. 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.

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## Section 2 - Details of the event

This form provides guidance on how to complete a birth, marriage or death application form. Guidance notes for adoption applications can be found on the adoption certificate application form.

### Birth Certificates

2.1 **Name of Child** - Full name of the child at the time of birth.

2.2 **Place / Date of Birth** - Required information for births registered in the last 50 years and for applications without a GRO Index Reference.

2.3 **Names of Mother / Father / Parent** - Required information for births registered in the last 50 years. * Parent means the mother's female partner who under the Human Fertilisation and Embryology Act 2008 is to be treated as a parent of the child.

2.4 For births registered in England & Wales, tick the appropriate box. If you are adopted and are applying for a copy of your own certificate please telephone 0300 123 1837 for further information on the application procedure.

**OVERSEAS** - Applications for births registered overseas - please state the country of birth and the occupation of the Father/Parent. If the parent was serving in HM Forces, state Branch, Regiment and Service Number.

### Marriage Certificates

2.1 **Names of Parties** - Names of both parties at the time of marriage. At least one needs to be provided for GRO to be able to process your order.

2.2 **Date of Marriage** - Required information for applications without a GRO Index Reference.

2.3 **Place of Marriage** - Required information for applications without a GRO Index Reference.

2.4 **Names of Fathers** - If known, please supply for applications without a GRO Index Reference.

**OVERSEAS** - Applications for marriages registered overseas - please state the country and the occupation of both parties at the time of marriage. If the occupation was with HM Forces, state Branch, Regiment and Service Number.

### Death Certificates

2.1 **Name of Person** - Full name of the person at the time of death.

2.2 **Date of Death / Age at Death** - Required information for deaths of children (16 years old or younger) and for applications without a GRO Index Reference.

2.3 **Names of Mother / Father / Parent** - Required information for deaths of children (16 years old or younger) registered in the last 50 years. * Parent means the mother's female partner who under the Human Fertilisation and Embryology Act 2008 is to be treated as a parent of the child.

2.4 **Place of Death** - Required information for applications without a GRO Index Reference.

**OVERSEAS** - Applications for deaths registered overseas - please state the country and last occupation. If the occupation was with HM Forces, state Branch, Regiment and Service Number.

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Data Protection notice: The Data Controller is the Registrar General for England and Wales. GRO will only collect, process and hold your personal information as is necessary for the processing of this certificate application.
Section 3 - GRO Index Reference

Please visit the GRO website at 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. Some county record offices, public libraries and family history societies hold copies of GRO microfiche and the Indexes are also available on several independent websites.

There are no general rules for the indexing of events registered overseas, the following descriptions refer to the indexes for events registered in England & Wales only. For overseas applications please copy the overseas index reference as it appears in the index, in the space provided.

3.1 District Name - The name of the district or the district number in which the event was registered.

3.2 Year / Quarter - The year and quarter that the event was registered. Quarters should be specified by name. i.e. MAR, JUN, SEP or DEC rather than numerically.

3.3 Volume / Page - For Birth and Death events registered before January 1993 and Marriages registered before January 1994, entries are indexed by volume and page. You should prefix a single digit volume number with a leading 0 eg 6 = 06. The volume number may also include a letter suffix eg 06b. If the volume number is expressed as a Roman numeral please convert into standard number format eg VI = 06 or XXVI = 26.

3.4 Register / Entry Number - For Birth and Death events registered from January 1993 onwards and Marriage events registered from January 1994 onwards, entries are indexed by register and entry number rather than by volume and page. These numbers are not required for events registered before those dates.

3.5 Date of Registration - The month and year that the event was registered. This not necessarily the same date as when the event took place.

If you cannot provide an Index Reference you must supply at least the full name, date and place of event in section 2. We will conduct a search of the year quoted in section 2.2 of your application and one year either side.

Section 4 - Other Information

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

4.2 Priority Despatch - Place a cross in the supplied checkbox if you wish to use our priority service. Our standard service will despatch 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 despatched the next working day. Note: We will start to process orders received after 4pm the next working day. Choosing priority despatch will affect the final price of your order.

4.3 Number of Certificates - You can order more than one copy of the requested certificate, a full fee is payable for each one. In the case of Birth events both short and full certificates are available.

Section 5 - Payment Information

Standard fee : £9.25 Priority fee : £23.40

5.1 Total Value of Application - The final price is affected by the despatch 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 tickbox and list the cheque or postal order number.

5.3 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 send completed application forms to the following address by post.

General Register Office
PO BOX 2
Southport
Merseyside
United Kingdom
PR8 2JD

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