

Births, Deaths & Marriages Certificates

How to get a Copy of a Certificate

In many cases, bank and building societies will want to see copies of Birth and Marriage Certificates before loans or terms are agreed. Clients can and do lose this type of documentation and being able to get hold of a new copy is essential.

There are a large number of websites purporting to be able to get hold of certificates when they are lost, and charges can be as high as £50 for one certificate. These websites can take up to 5 days to deliver. The best solution is to go directly to the government website at

<http://www.gro.gov.uk/gro/content/>

If a General Register Office reference (GRO) is available it helps with the process

Ordering certificates online

Births (full certificate only), marriage or death certificates can be ordered online from 1837 onwards providing the application has a General Register Office index reference. Without this reference, certificates can only be ordered for events from 1900, if the exact date is known.

Standard Service

With the certificate index reference, the certificate is sent within four working days. Without the reference, it is sent within 15 working days.

- full certificate, with index reference supplied - £7.00
- full certificate, without index reference supplied - £10.00
- Extra copies of the same certificate can be issued at the same time for all applications for a fee of £7.00

Priority Service

Order by 4.00 pm on a working day.

Telephone on 0845 603 7788.

- full certificate, with index reference supplied - £23.00
- full certificate, without index reference - £26.00

Telephone

Applicants can also order birth, marriage and death certificates by telephone from the General Register Office or by contacting the local register office where the event took place.

0845 603 7788, Monday to Friday 8.00 am - 8.00 pm, or Saturday 9.00 am - 4.00 pm.

Post

Applicants can order birth, marriage and death certificates by post, using an application form. To request the form, email:

certificate.services@ips.gsi.gov.uk

The email must have GQ in the subject line of the email to ensure a personal response. State which form is needed – birth, death, or marriage - and how many copies, and include name and address.

Send the completed form, with the correct payment by cheque, postal order or credit card, to General Register Office, PO Box 2, Southport, Merseyside, PR8 2JD. Make cheques or postal orders payable to 'IPS' (Identity and Passport Service).

Do not fax or photocopy applications.

Standard Service

With the certificate index reference, the certificate is sent within four working days. Without the reference, it will be sent within 15 working days.

- short certificate (birth only), with index reference supplied – £8.50
- short certificate (birth only), without index reference supplied - £11.50
- full certificate, with index reference supplied - £8.50
- full certificate, without index reference supplied - £11.50

Priority Service

Order by 4.00 pm on a working day, and the certificate is sent the next working day by First Class post.

- short certificate (birth only), with index reference supplied – £24.50
- short certificate (birth only), without index reference supplied - £27.50
- full certificate, with index reference supplied - £24.50
- full certificate, without index reference - £27.50