

## APPLICATION BY MOTHER AND/OR FATHER FOR THE RE-REGISTRATION OF THEIR CHILD'S BIRTH

### What is re-registration?

- adding the natural father's details to a new record of your child's birth where
  - your child was born in England or Wales
  - you and the father were not married to each other at the date of your child's birth and since that date you have not married each other
  - the existing record does not show any father's particulars
- the new record is made at the register office for the district where your child was born (usually the register office which issued the original birth certificate), where one of the following circumstances can be met
  - you and the natural father give joint information for the new entry
  - you or the natural father give sole information for the new entry having produced either
    - a statutory declaration of parentage\* made by the other parent,
    - a Parental Responsibility Agreement made by both parents under section 4 of the Children Act 1989, or
    - a court order<sup>†</sup> identifying the father made under
      - (i) section 4 of the Affiliation Proceedings Act 1957
      - (ii) section 9 of the Guardianship of Minors Act 1971
      - (iii) section 11b of the Guardianship of Minors Act 1971
      - (iv) section 4 of the Family Law Reform Act 1987
      - (v) section 4 of the Children Act 1989
      - (vi) paragraph 1 of schedule 1 to the Children Act 1989

(\*a form for making a statutory declaration is available from your local register office or the General Register Office at the address below; <sup>†</sup>provisional and interim orders may not be acceptable)
- the new record is made on the personal attendance of you and/or the father, either at the register office for the district where your child was born, or by you and/or the father attending before a registrar for some other district in England and Wales and making a declaration of the particulars to be registered
- the new record is made on the authority of the Registrar General, which may be granted by the registrar for the district in which your child was born, otherwise your application will be referred to the General Register Office at the address below
- the new record replaces the original record and future birth certificates are issued from the new record

### How do I/we apply for the re-registration?

- please complete Sections 1 to 6 overleaf
- if you and the natural father wish to give joint information for the re-registration you will need to contact the registrar of births and deaths for the district where your child was born (or if you prefer some other registrar in England or Wales) who will arrange to see you. The registrar will need to see the completed application form and a certificate of your child's birth
- if you apply on your own, you should send the completed form with a certificate of your child's birth and the statutory declaration of parentage, court order(s) or parental responsibility agreement, to: The General Register Office, GRO Corrections, PO Box 476, Southport PR8 2WJ
- please also see "Your Queries Answered" at the back of this form

**PARENTS TO COMPLETE SECTIONS 1-6**

**Section 1 - Details of Child**

Surname in which the child was originally registered			
Surname by which you wish the child now to be known (This cannot always be changed)			
(If the child is 16 years of age or over his or her written consent must be obtained before the surname can be changed)			
Full forename(s) of child			
Date of Birth			Place of Birth (Full address of the hospital or house where child was born)
Day	Month	Year	

**Section 2 - Details of Child's Natural Father**

Surname	Full forename(s)		
Present address		Telephone Number	
Postcode			

**Section 3 - Details of Child's Mother**

Surname now	Surname at time of child's birth				
Full forename(s)					
Present address		Telephone Number			
Postcode					
Is she or has she ever been married to the child's father?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If <b>Yes</b> , please give the date and place of marriage					
Is she <b>still</b> married to the child's father?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Section 4 - Court Decisions**

- Has any court order been made saying who is the child's father? Yes  No
- Has the child been adopted?
- Is the child a ward of court or in care of local authority or guardian?
- Has any court order been made which does not allow a change to the child's surname?

**If you tick yes to any of these questions the order(s) should be sent with this application.**

**Section 5 - Who will attend and at which Register Office?**

Please say whether:

Tick one box

- a) **Both** parents will go to the register office together\*
- b) The **Mother** will go on her own and produce a **declaration made by the father\***
- c) The **Mother** will go on her own and produce a **court order**
- d) The **Mother** will go on her own and produce a **parental responsibility agreement**
- e) The **Father** will go on his own and produce a **declaration made by the mother\***
- f) The **Father** will go on his own and produce a **court order**
- g) The **Father** will go on his own and produce a **parental responsibility agreement**

At which register office in England and Wales will you attend? Please say where .....

**Section 6 - Declarations**

**Warning: Any person who deliberately gives false information for the registration of a birth may be prosecuted**

**Mother - I have read the warning and declare that the man named in Part 2 is the actual (ie natural) father of the child named in Section 1**

Signature *(Please sign in the surname you are using now)*

..... Date .....

**Actual Father (if available) - I have read the warning and declare that I am the natural father of the child named in Section 1**

Signature

..... Date .....

**\*(Section 5(a) (b) and (e))**

Parental responsibility is acquired automatically by the mother and, where he is married to the mother, the father. With effect from 1 December 2003 an unmarried father will acquire parental responsibility if both parents act together to register or re-register a birth to include the father's details. Once parental responsibility is acquired only a court can remove it. If you require further information you may wish to contact Parentline Plus on 0808 800 2222 or seek legal advice.

## Your Queries Answered

- **Who Should Ask for the Re-registration?**

The form should be filled in and signed by the child's mother and/or the child's natural father.

- **Can I change my child's name?**

If you have evidence that your child has used new forenames within 12 months of the original birth registration, then it may be possible to record the forenames. You may be able to change your child's surname in some circumstances. Ask the registrar to explain or ring Corrections and Re-registration Section on 0151 471 4806.

- **If the Child's Natural Parents Have Married Each Other Since the Birth Can They Still Apply?**

Yes, but they should not use this form. They should ask their local register office for a Form LA1.

- **Is There Anything to Pay?**

There is no charge for the re-registration of the birth but the usual fee will be charged for any certificates issued.

- **Any Other Problems?**

If, for example, neither parent is able to fill in this form and another person is giving information, or if a Declaration of Parentage has been obtained from a Magistrates' Court, a County Court or the High Court, please ring Corrections and Re-registration Section on 0151 471 4806 or write to us at the address in Part A.

This form is produced on behalf of the Registrar General.

The information contained in it is based on **the Births and Deaths Registration Act 1953** but is not a full statement of the law.