

## Our opening hours are:

Monday – Friday 9.00am - 4.30pm  
Saturday 9.00am - 12.30pm

To make an appointment, or, for further help or information please contact us at:

Pontefract Register Office  
The Town Hall  
Bridge Street  
Pontefract  
WF8 1PG

Tel: 01977 722670  
Fax: 01977 722676

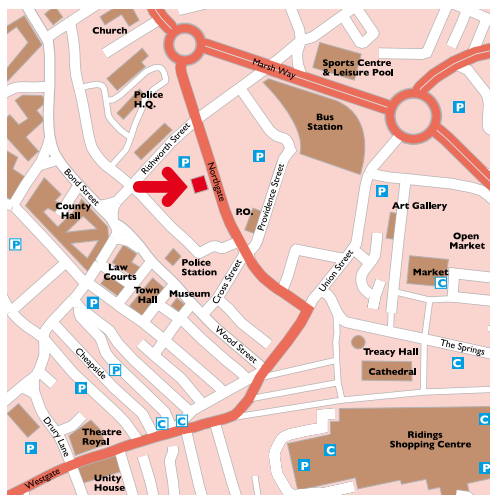
Email:  
pontefractregistrars@wakefield.gov.uk



Wakefield Register Office  
71 Northgate  
Wakefield  
WF1 3BS

Tel: 01924 302185  
Fax: 01924 302186

Email:  
wakefieldregistrars@wakefield.gov.uk



Please visit our website:

<http://www.wakefield.gov.uk/CommunityAndLiving/Registrars/Births/>

Disabled access is available at both offices

WMDC will, on request, provide this document in another language, in Braille or **large print.**

Typetalk calls welcome

## Registering a Birth

# All the information you need to know for Registering the Birth of Your Baby

# Congratulations... on the birth of your baby

The Registration Service would like to be of assistance at this time by ensuring that the registration of your baby's birth goes smoothly and efficiently. Please be aware that you will need to make an appointment to see the registrar.

## How to register the birth:

You must, by law, register the birth of your child within 42 days of the birth.

The registration takes place in the district in which the child was born. If you live elsewhere and it is more convenient for you, you may give information for the birth registration at your local Register Office. This is known as a '**declaration**'. In this case you will sign a document, rather than the register, and your certificates will be sent to you through the post once the registration has taken place. Any fees for certificates will need to be made by cheque or postal order.

## Who can register the birth?

The baby's mother can register the birth. The father can only do so if he was married to baby's mother at the time of the birth.

If the baby's father and mother were not married to each other at the time of the birth and you wish to include the father's details, you will both need to attend together. If there is a reason why the baby's father can't attend with mother and you wish his details to be included, please contact us for further advice. It may be possible to include father's details at a later date.

## How long will it take?

An appointment of 30 minutes is allowed for the registration.

Please try to arrive on time as the registrar will have other appointments to keep.

Your checklist of the information we will need.

## For baby:

- The date and place of baby's birth
- The forenames and surname of baby

## For baby's mother:

- Your forenames and surname
- Any other names you have used or been known by, including your maiden name if applicable
- Your date and place of birth

- Your usual address at the time of the birth
- Your occupation
- If applicable, the date of your marriage

## For baby's father:

- Your forenames and surname
- Your date and place of birth
- Your occupation

It is very important that the information you give to us is correct, therefore you will be asked to check the details carefully. It can be very difficult to correct mistakes at a later date.

## After registration:

You will be given a form to take to your doctor's practice, along with a free short birth certificate.

You may purchase a full certificate, which includes parents' names. The Registrar will advise you of the current fee.

## A full certificate is required for a passport.

There is no charge for the actual registration.

# We look forward to helping you...