

INFORMATION TO BE COLLECTED BY AN INFORMANT IN READINESS TO PROVIDE TO THE REGISTRAR TO REGISTER A BIRTH

The following template is intended to help ensure that all the appropriate information is collected and then supplied to the registrar.

Details required	Guidance notes
Date of birth	Date on which child was born (if a multiple birth please also provide the time).
Name(s) and surname of the child	This is the name(s) and surname in which you intend the child to be brought up.
Sex	Male or Female
Place of birth	This should be the usual name and address of the hospital or the address of the house the child was born in.
Father's/2 nd female parent's name(s) and surname	This is the name(s) and surname that the father/parent was known by at the time of the birth. If they have changed name or surname at any stage the other names should also be provided.
Father's/2 nd female parent's place of birth	If the father/parent was born in the United Kingdom you should provide the London Borough; Borough; or the town or village and county. If they were born outside of the United Kingdom you should provide the name of the country
Father's/2 nd female parent's occupation	This should be the occupation the father/parent had at the time of the birth. If not working, you may provide the last occupation had. The industry, if the father is employed or self-employed and is they supervise any staff is also requested as voluntary statistical information.
Fathers date of birth	This is compulsory statistical information.
Mother's name(s) and surname	This is the name(s) and surname that the mother was known by at the time of the birth. If the mother has changed her name or surname at any stage, the other names should also be provided.
Mother's maiden surname	This is the name the mother entered into her first marriage or civil partnership. The registrar will also ask if the mother has used any other names at the time of any other marriages or civil partnerships
Mother's place of birth	If the mother was born in the United Kingdom you should provide the London Borough; Borough; or the town or village and county. If she was born outside of the United Kingdom you should provide the name of the country.

Mother's occupation	<p>This should be the occupation the mother had at the time of the birth. You may provide the last occupation had.</p> <p>The industry, if the mother is employed or self-employed and is they supervise any staff is also requested as voluntary statistical information.</p>
Mother's usual address	<p>The full postal address should be given.</p>
Mothers date of birth	<p>This is compulsory statistical information.</p>
Date of marriage	<p>The date the mother and father got married. This is compulsory statistical information.</p>
Your details	<p>If you are not the mother or the father you should state your name, address and your relationship to the child (e.g. where you present at the birth or have custody of the child?)</p>