



East Sussex County Council

Application for a birth certificate – Form 18

Please read the guidance notes at the end of this document before completing this form.

If the person is adopted please see the guidance notes.

For register office use only		
Register number	Entry number	Certificate number
Date of issue		

To the Registration Officer having custody of the Register

1. To be completed by the person applying for the certificate.

Full name	
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Please mark with a 'x'.

Title	Mr		Mrs		Miss/Ms	
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Postal address	
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Postcode	
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Phone	
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2. It would help us if you would state why you need the certificate

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3. Are you applying for your own birth certificate?

Yes		No	
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If not, please state your relationship to the person to whom the certificate relates.

4. Details of birth certificate required

Full name at birth

First name		Surname	
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Date of birth (dd/mm/yyyy format eg 10/03/1971)	
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Place of birth (full address or name of hospital)	
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Father's full name

First name(s)		Surname	
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Mother's full name

First name(s)		Surname	
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Maiden surname	
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5. Requirements (for information about the types and prices of certificate available see the guidance notes on page 3)

a. Standard birth certificate	£	
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Please state the number of standard birth certificates you require.	
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6. Signature		Dated	
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7. Postal applications only

I enclose a cheque/postal order for £	
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made payable to	
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and crossed “/ & Co” together with a stamped addressed envelope.

Guidance notes

Information about birth certificates

Types of birth certificates

Standard certificate

This is a full copy of the birth entry and includes particulars of parentage and registration.

Birth certificate prices

Standard certificate	Fee
1 copy of standard certificate to be despatched within 5 working days	£9
Postage and packing	50p
Total fee	£9.50

Standard certificate processed same working day	Fee
1 copy of standard certificate processed same working day if orders are received by 4pm	£19
Postage and packing	50p
Total fee	£19.50

Information about adoption certificates

Records of adoptions in England and Wales are held by the Registrar General. These relate to persons who have been adopted since 1 January 1927 under the Adoption Acts. A standard certificate is a full copy of the entry in the Adopted Children Register which, instead of particulars of parentage and birth registration, give the date of birth (if known) and particulars of the adoption and adoptive parents. A short certificate shows only the name and bears no reference to the adoption. Applications for Adoptions Certificates should be made in writing to:

Adoptions Section
Office for National Statistics
Smedley Hydro
Birkdale
Southport PR8 2HH

Do not use this form for that purpose.

Postal applications

Please complete the form and enclose a stamped addressed envelope and the appropriate fee in sterling. All payments should be crossed “/ & Co/” and made payable to:

East Sussex County Council

Please do not send cash.

Please send the completed form with your payment to:
Registrar
Town Hall
Grove Road
Eastbourne BN21 4UG

Do not use this form for making applications to the Registrar General.

For the purpose of detection and prevention of crime, information relating to this application may be passed to other government departments or law enforcement agencies.

Searches of birth indexes

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the birth index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the birth registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a general search of the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

General searches at a superintendent registrar's office

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent's Registrar's district.

A **general search** is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a **general search** may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate payment.

If a person making a **general search** is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.