

# Identity & Passport Service

## Application for a Civil Partnership Certificate

Please read the notes overleaf before completing this form in **BLOCK CAPITALS**

### Section 1. Applicant's name and address

	Postcode
Telephone:	
Email address:	

### Section 2. Order Details

Order Type: Standard	<input type="checkbox"/>	Priority	<input type="checkbox"/>
Full:	Amount Required	<input type="text"/>	
Extract:	Amount Required	<input type="text"/>	

### Section 3. Please tick box if appropriate

Applying for own civil partnership certificate	<input type="checkbox"/>
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### Section 4. Details of Civil Partnership. These are used to check that the correct entry has been identified.

Name of Civil Partner	Name of Civil Partner
Address at time of civil partnership registration	Address at time of civil partnership registration
Father's name	Father's name
Mother's name	Mother's name
Date of civil partnership registration	
Place of civil partnership registration	
GRO Index Reference/Deposit Number (if known):	
<input type="text"/>	

### Section 5. Name and delivery address

Please PRINT the name, address and postcode of the person to whom you wish the certificate to be sent. It is very important a postcode is provided.

### Section 6. Payment details

**Either:**

debit my Visa/Master/Maestro card £.....

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Security code (the last three digits of the number found on the signature strip of your card)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Start date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Issue number

<input type="text"/>	<input type="text"/>
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Signature.....

Date.....

**or**

send a cheque/postal order/international money order expressed in pounds sterling made payable to **IPS** (The Identity and Passport Service). International cheques and drafts must bear the name and address of a clearing bank in England or Scotland.

**Please do not send cash.**

## How to fill in this application form

This office holds records of civil partnerships registered in England and Wales from the 5<sup>th</sup> December 2005. Please use this application form to apply for a civil partnership certificate. Please complete this form in **BLOCK CAPITALS**.

### Section 1.

Fill in your name, full address including postcode, telephone number and email address (optional).

### Section 2.

Write in figures in the boxes provided the number of certificates you require.

### Types of certificates:

There are two types of civil partnership certificate. The **full certificate** shows all the information contained in the civil partnership record, including the addresses for the civil partners at the time the civil partnership was registered.

The **extract certificate** does not show these addresses.

### Information needed:

The details of both civil partners, the date and the place where their civil partnership was registered should be provided.

For a **full certificate**, the details provided must also include the full addresses of both civil partners at the time their civil partnership was registered.

If the full addresses of both civil partners are not provided, an **extract certificate** will be issued.

If a full certificate is required and the full addresses of both civil partners cannot be provided, an application may be made to the Registrar General with the reasons. The Registrar General may authorise the issue of a full certificate if satisfied that it would be reasonable to do so.

### Section 3.

Tick the appropriate box overleaf if you are applying for a copy of your own certificate.

### Section 4.

The more details of the civil partnership you supply the better chance we will have of identifying the correct record.

### Section 5.

The name and delivery address written in this box will be used on an address label to send your certificates. Please use **BLOCK CAPITALS**.

### Section 6.

Complete the card details if you are paying by a credit or debit card. It is not necessary to complete this section if applying by cheque/postal order.

Please see the separate fees list for the current cost of certificates.

## Further information

Additional copies of this application form are available to download from our website at [www.direct.gov.uk/gro](http://www.direct.gov.uk/gro). Alternatively, you can request them by telephoning 0300 123 1837, or by writing to the address below.

If you need to contact the office regarding this specific order, please contact our Contact Centre on **0300 123 1837**.

## Other ways of making an application for a certificate:

- You can apply online at [www.direct.gov.uk/gro](http://www.direct.gov.uk/gro)
- You can place an order by telephone using a credit/debit card on: 0300 123 1837.
- You can apply to the registration authority of the area where the civil partnership was registered.

## Send your completed application to:

(This is not a freepost address)

General Register Office  
PO Box 2  
Southport  
Merseyside  
PR8 2JD

**For the purpose of detecting and preventing crime, information relating to this application may be passed to other Government departments or law enforcement agencies.**