

**Application form to correct details on a
Birth Registration**

Before completing this form, please read the leaflet
'How to apply for a correction to a birth registration'

**This form should be used when applying for a correction to the General Register Office
You need to complete all sections of the form and then complete the checklist overleaf**

Your Name

**Your contact
details.**

Please include
address, telephone
number and email
address

Address:

Telephone number:

Email address:

Your relationship to the person named on the certificate

See guidance leaflet, Section 4.

Details of the error(s) Please clearly explain in the boxes below what is **wrong** and what the **correct details are**

What is wrong :

What the correct details are :

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Please give as full an explanation as possible of how the error occurred

I have enclosed a certified copy of the birth certificate that needs correcting.

See guidance leaflet, Section 7

YES ☐ NO ☐

**I have enclosed certified copies of document(s) which clearly shows
the correct information** See guidance leaflet, Section 6 & 7

YES ☐ NO ☐

I want to go to the register office to witness the correction being made OR

See guidance leaflet, Sections 5 & 8

☐

**I am happy for the correction to be made in my absence and I understand that
the correction will be a note in the margin**

See guidance leaflet, Sections 5 & 8

☐

**Please tick
one box only**

Please note: **before** certain types of corrections can be authorised, you may be asked to make a statutory declaration. The declaration must be signed by someone who legally can attest an oath. A fee may be charged for this service. If you need to make a declaration we will send a pre-worded form to you once your case has been assessed. *See guidance leaflet, Section 8.*

On average we will reply to your initial application within **5 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**.
See guidance leaflet, Section 9.

Please include any further information you think may be relevant

Contact details - Mother (if not given overleaf)

Address:

Telephone No:
Email Address:

Contact details - Father (if not given overleaf)

Address:

Telephone No:
Email Address:

I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation

Mother's signature

I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation

Father's signature

If the correction is to the child's name and both parents are named on the certificate, they must both sign the form

Check list

I have filled in all sections of the form

I have included a certified copy of the birth certificate that needs correcting

I have enclosed document(s) that show the correct information

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies