



BIRTH REGISTRATION APPLICATION FORM

You should read the following guidance notes before completing this form.

How do I register my baby?

Complete, print and sign this application form. Make an appointment to register your baby, some offices provide a walk in service. You can check if your local office provides a walk in service or make an appointment to register your baby at <https://www2.hse.ie/services/births-deaths-and-marriages/register/birth/>

How do I complete the Birth Registration Application form?

Complete this form on your device/laptop/PC. Print the form then sign it. If you can't print the form, ask your local HSE Civil Registration Service office to send you a blank form to complete.

How do I contact my local HSE Civil Registration Service office?

For the address, contact numbers, opening hours, to book an appointment to register a birth or to check if your local office provides a walk-in service see <https://www2.hse.ie/services/births-deaths-and-marriages/register/birth/>

How do I register multiple births?

If you are registering multiple births e.g. Twins, Triplets etc complete a separate form for each baby and indicate on the form which baby was born first, second, third etc.

Important information about your baby's surname:

You should give careful consideration to the surname you choose for your baby. **Contact your local office before completing this form if you intend to give your baby a surname that is different to that of either or both parents, as an additional form is required.** The surname of the child to be entered in the register, shall, subject to any linguistic modifications, be that of the parents of the child as stated in the register of births or of either of them or, with the agreement of a Superintendent Registrar, such other name as may be requested by both of the parents.

Once the baby is registered can I change their surname?

In general once the birth of a baby of **married parents** is registered, the surname cannot be changed. The surname of a baby whose **parents are not married to each other** can only be changed if a re-registration is carried out to add a father's name or if the parents marry each other after the baby is registered.

What should I bring with me to register my baby's birth?

Complete the following checklist:

1. Completed signed Birth Registration Application Form	
2. Photo ID (In date Passport, National ID Card or Drivers Licence)	
3. PPS numbers for both parents.	
4. If you are not married and wish to include the father's name both parents must attend in person at a registration office to sign the birth register. (Contact the registrar if both parents are unable to attend in person)	
5. If you are married, one or both parents can register your baby. If your marriage took place in the Republic of Ireland we will be able to get your details on our computer system, if you supply us with the exact date and place of marriage.	
6. If your marriage took place outside the Republic of Ireland, please bring your Original Marriage Certificate to register your baby. If the original marriage certificate is not in English or Irish, it must be accompanied by a Multilingual Standard Form (MSF) or an official translation . (We cannot accept laminated documents)	
7. If you are Divorced or Separated you should first speak with a Registrar who will advise you on the requirements to register your baby.	

How do I register a donor conceived baby?

Contact the General Register office at DAHR@WELFARE.ie for information and advice on how to register a donor conceived baby.

How do I register a home birth?

If your baby was born at home with the support of a healthcare professional, they should give you a signed birth notification form. It must include their registration details and PIN. Bring this with you to your appointment along with all the other documents set out in the checklist.

"The Civil Registration Service administers Ireland's system of civil registration. A person is required by law to provide personal data to register a life event (birth, stillbirth, death or marriage) and personal data may be exchanged with other public bodies and public authorities where provided by law. A person is required to provide personal data when applying for certificates of vital events and for searches of indexes to the civil registers. The HSE data protection policy is available at www.hse.ie or in hard copy on request."

Birth Registration Application Form

For office use only	
Notification ID:	Reg ID:
Registrar's signature:	
Date:	

BABY'S DETAILS

Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Day month year	Girl <input type="checkbox"/> Boy <input type="checkbox"/> Multiple birth order <input type="checkbox"/>	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
Time of birth:	Baby's Forename(s): _____	
Place of birth:	Baby's Surname*: (As jointly agreed by both parents) _____	

MOTHER'S DETAILS	FATHER'S DETAILS
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Forename(s): _____	Forename(s): _____
Surname : _____	Surname: _____
Birth Surname: _____	Birth Surname: _____
Any former Surname: _____	Any former Surname: _____
Birth surname of Mothers Mother (Baby's Grandmother): _____	Birth surname of Fathers Mother (Baby's Grandmother): _____
Occupation: _____	Occupation: _____
Nationality: _____	Nationality: _____
Birth Country: _____	Birth Country: _____
Date of Birth: _____	Date of Birth: _____
MOTHERS CIVIL STATUS - Please select one of the following Married <input type="checkbox"/> Single (Never married) <input type="checkbox"/> Widowed <input type="checkbox"/> Civil Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Legally separated <input type="checkbox"/>	FATHERS CIVIL STATUS - Please select one of the following Married <input type="checkbox"/> Single (Never married) <input type="checkbox"/> Widowed <input type="checkbox"/> Civil Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Legally separated <input type="checkbox"/>
PPS No: _____	PPS No: _____
Address at time of baby's birth (Including your Eircode): _____	Address at time of baby's birth (Including your Eircode): _____
Current Address (If different): - including your Eircode _____	Current Address (If different - including your Eircode): _____
Telephone No: _____	Telephone No: _____

If married, please tick this box & state the exact date and place of marriage

For office use only
Marriage ID Number: _____

If you are not married & you are including the baby's father on the birth registration please read below & tick this box:

We being parents of the child named above, who were not married to each other at the date of birth of the child or at any time during the period of 10 months before the date of birth, hereby jointly request the registration of the birth of said child to enter in the register the name of the father of the child.

I/We as parent(s) of the child named above completed this form and am/are satisfied that all details are correct. I/We accept that the information contained on this form will be used for the registration of birth of my/our child.	
SIGNATURE OF MOTHER: _____	DATE: _____
SIGNATURE OF FATHER: _____	DATE: _____
In accordance with section 69(3) of the Civil Registration Act 2004, It is an offence to knowingly give false or misleading information to a Registrar.	