

# Application for Birth Certificate

WWW.GROIRELAND.IE

## How Do I Apply?

**In Person:** Complete details below and present at public counter.

**By Post:** Complete details below and send to *Civil Registration Office,  
Office of the Registrar General,  
Government Offices,  
Convent Road,  
Roscommon,  
Co. Roscommon,  
Ireland.*

**By Fax:** Complete details below and fax to +353 906632999.

## Types and Costs of Certificates

Type	Description	Cost €
Full (Long Form)	This is a full copy of the registered entry and can be used for most legal and administrative purposes.	€10.00
Additional Copies	Additional copies when requested as part of this order	€8.00
Specified Services (Social Welfare Cert)	This is a full copy of the registered entry. Proof that the certificate is needed for such purpose will be required from the relevant office/agency. These certificates can be obtained from any Civil Registration Office. See Note 3.	€1.00
Authenticated	This is required in certain circumstances (in addition to the copy of the registered entry) and is available on request from the Civil Registration Office, Convent Road, Roscommon, Ireland.	€10.00

**Note 1** If the record you have requested cannot be found, a search fee of €4.00 will be charged.

**Note 2** Photocopies of entries in the registers are also available at a cost of €6.00, (additional copies - €4.00). These contain exactly the same information as a Certificate but are only of use for research purposes.

**Note 3** Specified Services Certificates from the Adopted Children's Register are only available from the Civil Registration Office, Convent Road, Roscommon.

**Note 4** Please visit the General Registrar's Website at [www.GROireland.ie](http://www.GROireland.ie) for further information.

## How Do I Pay?

**Cash:** Personal applications only please. **Only Euro Cash will be accepted.**

**Cheque:** Please note that cheques should be made payable to **The Registration Office** **Only Euro cheques drawn on an Irish bank will be accepted.**

**CreditCard:** MasterCard and Visa credit cards are accepted. The name of the applicant and the name on the credit card must be the same.



