

CIVIL PARTNERSHIP CERTIFICATE

APPLICATION NOTES FOR GUIDANCE

HOW DO I APPLY?

- In Person:** By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am – 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank & NI Government Holidays).
- By Post:** By forwarding the application form and fee to:
The General Register Office
Oxford House
49/55 Chichester Street
BELFAST BT1 4HL
- By Telephone:** By telephoning (028) 9025 2000 if you have a credit card. Cards accepted are Maestro/Visa/Mastercard.
You should have your card with you when you ring as we will require your card number and expiry date.
- By Internet:** www.groni.gov.uk
- By Fax:** On a standard application form to 028 9025 2120.

HOW LONG WILL IT TAKE? – (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

- Personal Applications:** Ready for collection or posting out on the **THIRD** working day after receipt of the application.
- Postal/Telephone Applications:** Processed within **SEVEN** working days of the application being received.
- Internet Applications:** Processed within **SEVEN** working days of the application being received.
- Fax Applications:** Processed within **SEVEN** working days of the application form being received.
- Priority Applications:** Personal applications are ready within **one** hour, if the extra fee of £17.00 is paid in addition to the cost of the certificate. Priority Applications received by post, telephone or via the internet will be issued by first class mail, on the day of receipt.
Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or internet, and 3.00pm for personal callers at the counter.

HOW DO I PAY?

- Personal Applications:** You can pay by cash, cheque (accompanied by a cheque guarantee card) postal order or credit card.
- Postal Applications:** You can pay by cheque or postal order made payable to 'The Registrar General' or by credit card. **Payment from aboard may be made by cheque, international money order or credit card. Cheque, money order and credit card orders should always be expressed in STERLING. PLEASE DO NOT SEND CASH.**
- Telephone Applications:** You can pay by using a valid Maestro, Visa or Mastercard.
- Internet Applications:** You can pay online using a valid Visa or Mastercard.
- Fax Applications:** You can pay by using a valid Maestro, Visa or Mastercard.

CAN I OBTAIN A REDUCED FEE CERTIFICATE?

Certificates for Education and Library Board/Social Security purposes can be produced at a reduced fee. **A letter issued by the Social Security Agency/Education and Library Board must be included with this application.**

HELPFUL HINTS

- ❖ **We cannot supply copies of civil partnership certificates registered outside Northern Ireland;**
- ❖ Please complete the address panel overleaf. This is where we will send the certificate;
- ❖ Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- ❖ Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to the Registrar General.

Searching by GRO Staff

If the search is likely to be too time consuming because of lack of information, we cannot undertake the task. The applicant should conduct the search personally or arrange for someone else to search on their behalf, at The General Register Office, 49-55 Chichester Street, Belfast, BT1 4HL.

PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN CAPITAL LETTERS. THE INFORMATION PROVIDED SHOULD BE AS ACCURATE AS POSSIBLE. ALL SECTIONS OF THE APPLICATION FORM SHOULD BE FULLY COMPLETED.

INCOMPLETE APPLICATIONS WILL BE RETURNED.

Section 1 Applicant (Person Applying)

(Box a) Insert the full name of the person applying for the certificate and the address to which the certificate is to be forwarded. A daytime telephone number should be included, where you can be contacted if necessary.

(Box b) Give the reasons the certificate is required i.e. passport, driving licence etc.

Section 2 Details of Parties whose Certificate is Required

(Box a) State the forename(s), Surname and/or Maiden Surname of Partner 1.

(Box b) State the forename(s), Surname and/or Maiden Surname of Partner 2.

(Box c) State any other surnames the partners' may have had before the Civil Partnership.

(Box d) State the place of Civil Partnership i.e. Registrar's Office, Civil Venue etc. along with the full postal address of the place of Civil Partnership.

(Box e) Insert the date of Civil Partnership.

(Box f) When an applicant can supply full particulars, which include the register entry number and the date of registration, the fee will be **£6.00**.

Section 3 Number and Type of Certificate(s) Required

State the number of certificates required. Cost £12.00, but were two or more copies of the same entry are applied for at the same time, the first copy will be charged at £12.00 and any additional copies at £6.00 each.

Statutory Certificate:
(Cost £6.00 each) Statutory Certificate costs £6.00 – a letter issued by SSA/Education and Library Board or polling card is required. **NB. These certificates may only be used for the purposes provided.**

Search Only:
(Cost £6.00) A search-Only costs £6.00 – A search of the registers will be carried out within the **5 year period stated in this application – No certificate will be produced.** However, you will receive a letter stating the outcome of the search.

Section 4 Signature

Please sign and date the form whether or not you are paying by credit card.

Section 5 Payment

(Box a) Indicate your method of payment – cash (if applying in person) cheque, postal order. Cheques or postal orders should be made payable to the Registrar General. For postal applications please ensure the correct fee is enclosed as refunds cannot be made. **PLEASE DO NOT SEND CASH BY POST.**

(Box b) Complete this section if you are paying by credit card.

IF YOU HAVE ANY FURTHER QUESTIONS OR REQUIRE HELP WITH APPLICATION FORM. PLEASE CONTACT THE GENERAL REGISTER OFFICE ON (028) 9025 2000.