



REGISTRATION OF BIRTH GUIDANCE AND APPLICATION FORM

REGISTRATION OF BIRTH GUIDANCE AND APPLICATION FORM



Office of the Superintendent Registrar
25 New Street
St Helier
JE2 3RA
Tel: 01534 441335
Email: sir@gov.je
Website: www.gov.je/registrar



Congratulations on the birth of your baby

You will need to register the birth of your child in person at the Office of the Superintendent Registrar. **Registration is by appointment only**

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION TO UNDERSTAND WHAT YOU NEED TO DO TO REGISTER YOUR CHILD'S BIRTH

Why do I need to register my child's birth?

You are required by law to register the birth of your child within 21 days of the day your child is born. When you register your child's birth you are officially giving your child an identity and establishing parental responsibility for your child.

How do I register my child for the first time?

You must book an appointment with the Office of the Superintendent Registrar as soon as possible following the birth of your child.

You are required to attend the registration appointment and register the birth of your child **within 21 days** of the day your child is born. If you do not, you are liable for a **late registration fee**.

To make an appointment, contact the Office of the Superintendent Registrar by telephoning on (01534) 441335 during office hours, or by sending an email to sir@gov.je.

You will be allocated an appointment and sent an email and text message notifying you of the date and time. The appointment will take about approximately 30 minutes.

Appointments are held at the Office of the Superintendent Registrar (known as the Register Office) 10 Royal Square, St Helier. Appointments will be available Monday to Friday from 9:30am - 12.30pm (excluding Bank Holidays).

Who can register the birth of my child?

Married Parents

Only one of the parents is required by law to attend the appointment. However, both parents should attend where possible and both must sign the legal declarations on the Application to Register a Birth form.

Unmarried Parents

Both parents must sign the Application to Register a Birth form and both must attend the appointment.

Single Mother

A mother can register a birth alone if no father is to be registered on the birth registration.

REGISTRATION OF BIRTH GUIDANCE AND APPLICATION FORM



Naming my child

The naming of your child is an important decision and the registration of the name of your child is a significant act in law.

Jersey, along with other jurisdictions around the world, regulates the naming of children at registration in order to ensure the child is registered with an identity and to ensure the protection of a child's welfare and interests.

Your choice of Forename /s

Your child must be registered with at least one forename, a given name by which the child will be known. In addition, your child can also be registered with one or more middle forenames.

The law sets out circumstances where a name or names could be refused to be registered if the name:

- might be reasonably expected to cause a mistake or confusion as to the child's identity or might cause embarrassment to the child or
- is sought for an improper purpose or
- is for any other reason objectionable

The purpose of this legislation is not to restrict your choice of names but to protect the welfare and interests of your child, you as parents and the interests of the public.

Unlike in some jurisdictions, Jersey does not hold a list of approved forenames. Parents are able to choose the forenames of their children as long as they are not in contravention of the above criteria. There is no limit on the number of forenames which can be registered but all forenames and the surname must be able to fit the available space within the relevant section in the Register of Births.

Your choice of Surname

Your child must be registered with a surname. The choice of surname is limited by law to the surname/s of the registered parent or parents.

The surname of the child can be either:

- the Mother's surname as appears on her birth certificate or court registered Deed Poll or
- the registered Father's surname as appears on his birth certificate or court registered Deed Poll or
- both the Mother's surname and registered Father's surname (i.e. double barrelling by using both surnames together, either with or without a hyphen)

No other surname is permitted.

Further information on naming your child can be found at www.gov.je/registrar

What do I need to bring to a birth registration appointment?

You must complete and sign the attached *Application to Register a Birth Form*. The form can also be downloaded from www.gov.je/registrar.

You must complete this form before you attend your registration appointment and bring it with you to the appointment.

REGISTRATION OF BIRTH GUIDANCE AND APPLICATION FORM



The information that you provide on the *Application to Register a Birth Form* will be used to register your child. It is important that you complete the form carefully so that there are no mistakes on the registration of your child's birth and so that your child is registered with the name/s that you have chosen.

Along with the completed *Application to Register a Birth Form*, you must also bring original copies of the following identification documents:

- Mother's birth certificate (or adoption certificate)
- Father's birth certificate (or adoption certificate) *(if applicable)*
- Mother and father's marriage certificate *(if applicable)*
- Mother's passport
- Father's passport
- Court registered deed poll/s *(if applicable)*

IMPORTANT: If you do not provide these documents when attending your appointment, it will not be possible to register the birth of your child.

How much does it cost to register a birth?

There is no cost to register the birth of your child.

If you wish to order a birth certificate for your child, the standard fees are published at www.gov.je/registrar.

How can I get a birth certificate for my child?

You can order a birth certificate for your child during your appointment to register your child's birth or you can order a birth certificate online following the appointment, via www.gov.je/registrar.

The birth certificate will be produced following your child's registration and posted to the address you have provided. Once you have received it, you should keep the birth certificate somewhere safe as it is your child's primary identification document.

Further copies of your child's birth certificate are available from the Office of the Superintendent Registrar on demand via www.gov.je/registrar

Standard (full) Birth Certificate vs Short-Form Birth Certificate

A Standard (full) birth certificate contains all registered information, including parent/s details and is used to support all legal applications such as applying for a passport. It is your child's primary identification document that they will use throughout their life.

A Short-form birth certificate is a more basic document which shows only your child's name, date of birth and place of birth. Short-form birth certificates cannot be used for legal applications.

What happens at a birth registration appointment?

Your application and documentation will be checked by a member of staff. You may be asked questions to confirm the details of the registration. You will then be asked to sign the birth register. The registration will be completed after the appointment and a birth certificate produced.

Can I amend my child's current birth registration?

In limited circumstances the law allows a child's existing birth registration to be amended. Contact the Office of the Superintendent Registrar for further information.

Please contact us as soon as possible on (01534) 441335 or email sir@gov.je to make an appointment or if you have any questions.

We look forward to welcoming you very soon.

APPLICATION FORM TO REGISTER A BIRTH



In accordance with the Marriage & Civil Status (Jersey) Law 2001, you are required to provide the below information relating to the birth of your child **within 21 days of the birth**.

IMPORTANT: THIS IS A LEGAL DOCUMENT

THE INFORMATION YOU PROVIDE BELOW WILL BE USED TO REGISTER YOUR CHILD'S BIRTH.
MAKE SURE YOU HAVE COMPLETED ALL RELEVANT SECTIONS

THE SECTIONS IN RED ON PAGE 2 WILL APPEAR ON YOUR CHILD'S BIRTH CERTIFICATE

FOR OFFICIAL USE ONLY								
Officer	Parish	Volume no.	Page no.	Entry no.	Date of Registration	No. Certificates Required		Payment Tender
						Standard	Short-form	

NUMBER OF BIRTH CERTIFICATES REQUIRED	
STANDARD (FULL) BIRTH CERTIFICATE You will need a full birth certificate to be able to apply for a passport or any other legal application	SHORT-FORM CERTIFICATE This cannot be used to support legal applications See Guidance for further information
Number required :	Number required :

TYPE OF REGISTRATION	
BIRTH REGISTRATION	
I /we would like to Register the Birth of our child for the first time	If Yes, tick this box then go to Section 1 on Page 2 <input type="checkbox"/>
OR	
* BIRTH RE-REGISTRATION	
I /we would like to AMEND my child's current Registration for one of the following reasons :	Add Father's details <input type="checkbox"/>
If you have ticked one of these boxes, complete the section below then go to Section 1 on Page 2	Parents have married (each other) since the birth of the child <input type="checkbox"/>
* When booking an appointment to re-register your child's birth, please state that this is the reason for the appointment.	For other reasons. For further information contact the OSR <input type="checkbox"/>

DETAILS OF CHILD'S EXISTING BIRTH REGISTRATION (for Birth Reregistration only)				
DATE OF BIRTH	PLACE OF BIRTH (ADDRESS)	FIRST NAME AND MIDDLE NAME/S	SURNAME	SEX (M/F)

Warning: it is an offence, punishable by a fine and imprisonment, knowingly to make or cause to be made any false declaration in connection with the registration of a birth.

APPLICATION FORM TO REGISTER A BIRTH

In accordance with the Marriage & Civil Status (Jersey) Law 2001, you are required to provide the below information relating to the birth of your child **within 21 days of the birth**.



SECTION 1: CHILD'S DETAILS FOR PROPOSED REGISTRATION

DATE OF BIRTH	PLACE OF BIRTH (ADDRESS)	FIRST NAME AND MIDDLE NAME/S	SURNAME	SEX (M/F)

SECTION 2: MOTHER'S DETAILS

FIRST NAME AND MIDDLE NAME/S	SOCIAL SECURITY NUMBER
SURNAME	OCCUPATION /PROFESSION <i>(no abbreviations)</i>
DATE OF BIRTH	SURNAME AT BIRTH

Complete the following ONLY if you have changed your name by deed poll. You must provide a copy of the deed poll.
CHANGE OF NAME BY DEED POLL

DATE CHANGED	CHANGED FROM	CHANGED TO

YOUR HOME ADDRESS	CONTACT NUMBER AND EMAIL ADDRESS

SECTION 3: FATHER'S DETAILS

FIRST NAME AND MIDDLE NAME/S	SOCIAL SECURITY NUMBER
SURNAME	OCCUPATION/PROFESSION <i>(no abbreviations)</i>
DATE OF BIRTH	SURNAME AT BIRTH

Complete the following ONLY if you have changed your name by deed poll. You must provide a copy of the deed poll.
CHANGE OF NAME BY DEED POLL

DATE CHANGED	CHANGED FROM	CHANGED TO

FATHER'S HOME ADDRESS (if different from above)	FATHER'S CONTACT NUMBER AND EMAIL ADDRESS (if different from above)

SECTION 4: MARRIAGE DETAILS

ARE THE PARENTS MARRIED TO EACH OTHER?	DATE OF MARRIAGE	PLACE OF MARRIAGE <i>(as appears on marriage certificate)</i>
	/ /	

Warning: it is an offence, punishable by a fine and imprisonment, knowingly to make or cause to be made any false declaration in connection with the registration of a birth.

APPLICATION FORM TO REGISTER A BIRTH

In accordance with the Marriage & Civil Status (Jersey) Law 2001, you are required to provide the below information relating to the birth of your child **within 21 days of the birth**.



MARRIAGE AND CIVIL STATUS (JERSEY) LAW 2001

Declaration to be made under Articles 55, 56, 57, 59A and Schedule 2A

It is an offence, punishable by a fine and imprisonment, knowingly to make or cause to be made any false declaration in connection with the registration of a birth.

SECTION 6: DECLARATIONS

GUIDANCE	FILL IN THE BLANKS BELOW TO COMPLETE THE DECLARATION <i>(Read from top to bottom)</i>	
Enter MOTHER'S name	I,	
DECLARE MYSELF TO BE THE <u>MOTHER</u>		
Enter your child's full name	OF	
Or, if not St Helier, please specify Parish		A CHILD BORN IN ST HELIER
Enter your child's date of Birth	ON	
Enter FATHER'S name	AND THAT	
IS THE <u>FATHER</u>		
AND THAT WE, THE SAID		
Enter MOTHER'S name		MOTHER
Enter FATHER'S name		FATHER
REQUEST THAT THE CHILD IS REGISTERED UNDER THE SURNAME		
Enter the surname you wish your child to have		
MOTHER'S SIGNATURE AND DATE		FATHER'S SIGNATURE AND DATE
DATE		DATE

NOTES

- You must contact the Office of the Superintendent Registrar to make an appointment to register your child's birth. Refer to the accompanying guidance for information on this appointment.
- A birth not registered within **TWENTY-ONE DAYS** will be referred to the Superintendent Registrar for their attention. A late registration fee will be charged.
- You will need a full birth certificate to be able to apply for a passport. There is a fee payable for a full birth certificate. See www.gov.je/registrar for current fees.
- A short-form birth certificate is also available. This cannot be used to support legal applications. There is a fee payable for a short-form birth certificate. See www.gov.je/registrar for current fees.
- Naming your child. Article 58B of the Marriage and Civil Status (Jersey) Law 2001 sets out circumstances where a name or names may be refused if deemed confusing, embarrassing or offensive. See accompanying guidance or the Government of Jersey website for further information.

For details of all fees payable and further information on Registering the Birth and naming your child please visit www.gov.je/registrar

Warning: it is an offence, punishable by a fine and imprisonment, knowingly to make or cause to be made any false declaration in connection with the registration of a birth.

