

REGISTRATION OF A BABY'S BIRTH

This leaflet explains when you can register your Baby's birth and the information the registrar will require

Where and when can I register my Baby's birth?

Your baby's birth must be registered within 42 days of the date of birth.

The birth may be registered at any registration office in Lincolnshire. Registrations are made by appointment through our Customer Service Centre on 01522 782244. The lines are open Monday to Friday 08:00 – 18:00, Saturday 09:00 – 16:00. If you are unable to attend a registration office in Lincolnshire you may go to any other registration office in England and Wales and have the birth registered by declaration. In these cases the declaration will be sent to Lincolnshire and any birth certificates will then be sent to you by post.

Registration and Parental Responsibility

The mother of the baby and the father, if he is married to the mother, automatically have parental responsibility.

If the parents are not married to each other the father will acquire parental responsibility when he signs the birth registration with the mother or when his details are added at a later date by re-registration. An unmarried father can also obtain parental responsibility by later marrying the child's mother, by making a parental responsibility agreement with the mother or by getting a Court Order. If you need further advice on this subject please call Family Lives on 0808 800 2222 or obtain legal advice.

Can a Baby's Father register the birth?

A father may register the birth if he was married to the baby's mother at the time of the birth. If he was not married to the mother at the time of the birth his details can only be entered into the register in the following circumstances:

- Where the father and mother attend together before the registrar to register the birth.
- Where the father is unable to attend the appointment with the mother it is possible for him to complete a statutory declaration acknowledging his paternity which the mother produces to the registrar. This form may be obtained from any registration office in England and Wales.
- Where the mother is unable to attend the appointment with the father it is possible for her to complete a statutory declaration acknowledging the father's paternity which the father produces to the registrar.
- Where the mother and father have made a parental responsibility agreement or either has obtained an appropriate court order. This should be produced to the registrar and the birth be registered by either of them to include father's details.

What information will I have to supply for the registration of the Baby's birth?

- The date and place of baby's birth. If the birth is one of twins, triplets etc. then the time of birth is also required
- Whether the baby is a boy or girl
- The full forename(s) and surname in which the baby will be brought up
- Father's full forenames and surname at the time of the birth (if his details are to be added)
- Father's date and place of birth (if his details are to be added)
- Father's occupation at the time of the birth (if his details are to be added)
- Father's address at the date of the registration (if his details are to be added)
- Mother's full forenames and surname at the time of the birth and maiden name if applicable
- Mother's date and place of birth
- Mother's occupation at the time of the birth
- Mother's address at the time of the birth and at the date of the registration
- The number of previous children of the mother
- The date of the parents' marriage (if applicable).

You should also bring the red book from the hospital (if held) and proof of identity and address for both parents (mother only if father's details are not to be added).

It is most important that the information recorded in the register is correct. If corrections have to be made after the register entry is signed then this will be a legal process which may incur a fee of up to £90.00.

If either parent holds a nationality other than British they may wish to consult their relevant embassy to establish if there are any naming or legal customs which need to be considered.

If English is not your first language please feel free to bring a friend or relative to the registration office to assist you. You must, however, register the birth personally and cannot ask a relative or friend to attend instead of you.

After the birth has been registered you will be able to purchase a complete copy of the birth entry on a birth certificate on payment of a fee and you may purchase more than one certificate on the day of registration. Certificates may also be purchased at a later date.

If you require clarification of any point in this leaflet or if you are uncertain how to proceed, including where your baby was conceived as a result of fertility treatment, please telephone our Customer Service Centre or any register office for further advice.

If two female partners are the baby's parents, as provided for by the Human Fertilisation and Embryology Act 2008, the references in this leaflet to the father and marriage can be read as meaning the female partner and civil partnership/marriage respectively.