

## Certificates

Any parents registering a birth on or after 01/11/2017 will no longer be issued with a 'free' short birth certificate. Short or full certificates can be obtained for a fee, either at the time of registration or at a later date.

### Please note:

A short birth certificate only contains a sub-set of a full birth certificate. Its use is becoming obsolete. Increasingly it is not accepted by government departments and other organisations due to the limited information they contain e.g. it cannot be used for a passport application.

## Where can I get further advice?

If you are unsure about how to proceed with registering the baby's birth, please telephone (0115) 841 5554 for further information.

## Surrogacy / Assisted Conception

Under the terms of the Human Fertilisation and Embryology Act 2008 if a baby was conceived and born as a result of an Assisted Conception please telephone (0115) 841 5554 for further advice.

## Re-registration

Re-registration is the completion of a new record of the birth which supersedes an original entry.

If the natural parents marry after the birth of their child they are required under the Legitimacy Act 1976 to apply for the re-registration of their child's birth. Please ask for an application form.

### Or

A birth may be re-registered to include the details of the natural father where the parents were not married to each other at any time before or after the birth and the father's details were not entered at the time of registration. Please ask for an application form.

## CITY OF NOTTINGHAM REGISTRATION SERVICE

The Council House  
Old Market Square  
Nottingham  
NG1 2DT

**Phone:** (0115) 841 5554

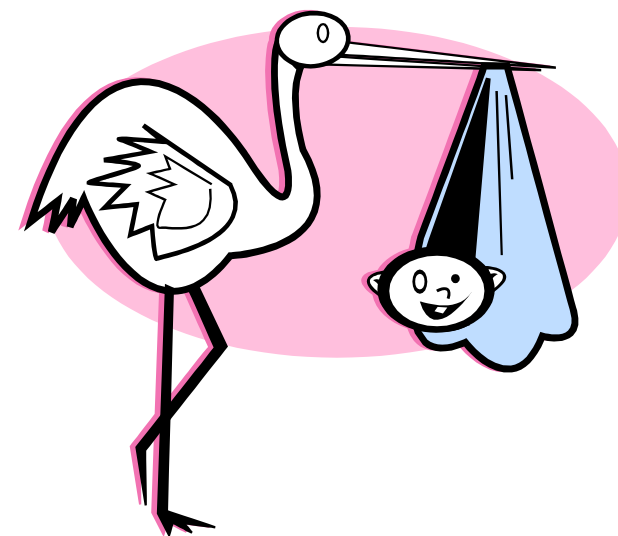
**E-mail:** [office.register@nottinghamcity.gov.uk](mailto:office.register@nottinghamcity.gov.uk)

**Website:** [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)



**Nottingham**  
**City Council**

# Registration of a birth in Nottingham



This leaflet explains  
when you can register  
and what information  
the Registrar will  
require from you.



**Nottingham**  
**City Council**



## When should I register the baby's birth ?

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

## Where can I register the birth?

### Nottingham Register Office -

by appointment only at

**Nottingham City Council  
The Council House  
Old Market Square  
Nottingham  
NG1 2DT**

Telephone (0115) 841 5554 or book online via—

[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

### At a local Register Office -

by appointment only

- If you live within the county of Nottinghamshire you may register by declaration at your local Register Office. **Please call 0300 500 8080 or book online via [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)**
- If you live outside the county you can register by declaration at your local Register Office.

## Who can register the birth?

It is usual for the mother to register the birth. If the parents of the child are married, or in a Civil Partnership with each other at the time of the birth, either parent may attend to register. However if this is not the case, the father's or second female parent's details can be entered into the register if both parents attend together at the registration

If this is not possible, please telephone (0115) 841 5554 for advice

If you are not married to the baby's father, you are not obliged to have the father's details included in the register. If the father's details are not entered at the time of registration, it may be possible for this to be done at a later date by re-registering the birth.

For further information on re-registration please telephone (0115) 841 5554

## Who has parental responsibility?

Parental responsibility for your child gives you important legal rights as well as responsibilities. Without it, you don't have any right to be involved in decisions such as where they live, their education, religion or medical treatment. With parental responsibility, you are treated in law as the child's parent, and you take equal responsibility for bringing them up.

Mothers automatically have parental responsibility.

Married fathers automatically have parental responsibility and do not lose it, even on divorce.

**Unmarried fathers** do not automatically have parental responsibility but may obtain it by:

- Marrying the mother;
- Having their details in the register entry or on re-registration — see below
- Making a statutory declaration of parentage (Form 16)
- Obtaining an appropriate Court Order

Unmarried fathers after December 2003, have automatic parental responsibility for their children if they have registered as the father. If a child was born before 2003, and the father was not named on the birth certificate, that child can be re-registered and the father named. Once this has been done, the father will automatically have parental responsibility.

## What information shall I need to supply to the Registrar?

### **Baby**

- The date and place of baby's birth. If the birth is one of twins, triplets etc, then the time of each baby's birth will be needed
- Whether the baby is a boy or girl
- The forename(s) and family name in which it is intended that the baby will be brought up.

### **Father / Second female parent**

(Where these details are to be entered into the register)

- Forename(s) and family name
- Date and place of birth
- Address
- Occupation—If the father/second female parent as been working at any time prior to the birth his/her occupation can be entered into the register if required, or house husband/wife may be entered. If not employed, the occupation last followed.

### **Mother**

- Forename(s) and family name, and any family names which may have been used before marriage/civil partnership.
- Date and place of birth
- Address
- Occupation—If the mother has been working at any time prior to the birth his occupation can be entered into the register if required, or housewife may be entered. If not employed, the occupation last followed.
- Date of marriage/civil partnership

**It is important that the information recorded in the register is correct. An error can only be changed in accordance with the legal procedures. From 01/11/2017 there will be a statutory fee of £75 or £90 for the consideration of a correction. You should therefore check the register very carefully before you sign.**