

**Subject:** Request for information regarding a record of live birth.

**FOI reference:** 202000051981

**Date received:** 26 June 2020

**Date responded:** 1 July 2020

**Information requested:**

“How to obtain a copy of a record of live birth:

- When the birth was registered by the informant is the registration form held on record? If it is on record, how can a copy of this record be obtained?
- Can you provide details of original serial no’s associated with this birth record.
- Details of any costs involved.
- If this department does not hold this record then can you advise as to who holds this record and any other records relating to this birth. Can you provide their contact details?”

**NRS Response:**

The answer to your questions are:

1. When the birth entry was registered by the informant at the local registration office, the registration documentation provided at that time for that birth will not have been retained by that office. Unfortunately the retention period of local registration documentation is not very long. Local registrars normally only keep that information for as long as it is relevant, which is usually until such time as the register entry is created in the official birth registration register and once this entry has been examined by the District Examiner. As this birth entry is from some decades ago, the local registration office will not have kept this paperwork. The only record that would be held is the register page itself from the original birth register that is sent to the National Records of Scotland (NRS) for preservation by the Registrar General for Scotland.

2. This register entry is used to produce extract birth certificates. This is the only document which NRS can produce for a birth entry. To purchase further copies please apply online at [www.scotlandsppeople.gov.uk](http://www.scotlandsppeople.gov.uk) once our service, which we have had to suspend because of the Coronavirus, resumes. The cost is £12 per certificate plus postage. This will however contain the same birth entry as any extract provided by us previously.

The latest update on our service status can be found on the NRS website at:

<https://www.nrscotland.gov.uk/about-us/service-status>

3-5. Every certificate produced either by local registrars or NRS is put onto pre-serially numbered watermarked secure certificate paper. The original birth certificate will have been produced by the local registration office at the time the birth was registered. As such a long time has elapsed we doubt the registration office will have a record of the certificate serial number for that certificate. However they can be contacted by email at [registrar@stirling.gov.uk](mailto:registrar@stirling.gov.uk) or by post at:

Registrars  
Customer First Shop  
1-5 Port Street  
Stirling  
FK8 2EJ

They will also be able to advise on any costs which may apply, should they have the information requested.