

**Subject:** Request for access to records of an individual.

**FOI reference:** 202100258041

**Date received:** 24 November 2021

**Date responded:** 16 December 2021

**Information requested:**

Request for all the information NRS holds on Mary Molly Cairns - in particular her NHS National Registration record and subsequent Central Register records and provided us with some personal details.

**NRS Response:**

While our aim is to provide information whenever possible, in this instance National Records of Scotland (NRS) does not have some of the information requested.

We have carried out a search and can confirm that the following details are held on Mary Molly Cairns in the NHSCR database:

NHS number:	953/08/1510*
CHI number:	1611305241
Name:	Mary CAIRNS
Date of Birth (DOB):	16/11/1930
Country of birth:	Scotland
Posting date:	17/09/2008
Posting code/area:	G (Glasgow)
Date of death (DOD):	29/09/2012
Location:	Scotland
RD (Registration District):	590
Entry:	819

\* the NHS number was allocated to the patient in 2008

There is no entry for the named individual in the 1939 National Identity Register.

This is a formal notice under section 17(1) of FOISA that National Records of Scotland does not have this part of the information you have requested.

We have included some information about how to use our online resources to request various certificates, if a record is found and to research a family history in the annex of this letter in case this proves helpful.



### Family history information available online

You can use some of our online resources to research a family history. You can register for free on the ScotlandsPeople website at <https://www.scotlandspeople.gov.uk/> . This will allow you to search the indexes for the births, deaths and marriages. Civil registration started in Scotland in 1855. Whilst it is free to search the indexes, you need to purchase credits in order to view our historic records. However, if you want copies of modern day records, which are births that took place less than 100 years ago, marriages that took place less than 75 years ago and deaths that took place less than 50 years ago then you need to order an official certificate. The only other option to view the modern day certificates would be to visit our ScotlandsPeople search rooms here in Edinburgh or a Local Family History Centre, five of which are located around Scotland. There are also other types of record available on this website and these may be of interest to you if you start to search our historic records. For more details about the ScotlandsPeople service please click on this link <https://www.nrscotland.gov.uk/research/family-history>

You can usually order a certificate of an event through ScotlandsPeople at <https://www.scotlandspeople.gov.uk/>. If you prefer you can also order an official certificate through the National Records of Scotland (NRS) website at the link below. These certificates cost slightly more than the online certificates that can be ordered through ScotlandsPeople because the staff here carry out the search rather than yourself. If there is any dubiety as to whether the index shown on ScotlandsPeople is correct, we recommend that you order through NRS and provide all known information, including the death certificate. Please follow this link to find out how to order a certificate:  
<https://www.nrscotland.gov.uk/registration/how-to-order-an-official-extract-from-the-registers>

Following the COVID-19/Coronavirus outbreak, our online certificate ordering service for urgent requests is only available on the website from 9.00 am to 4.30 pm each day, Monday to Friday, excluding public holidays. You will not be able to order a certificate outwith these times. You can find more details on our website:  
<https://www.scotlandspeople.gov.uk/content/certificates-and-copies>

Finally, you can also search NRS archival catalogue which is available at: <http://catalogue.nrscotland.gov.uk/nrsonlinecatalogue/welcome.aspx> . This catalogue provides details of our archive collection that is not available through ScotlandsPeople. It is worth checking out our guidance to better understand what is information you can obtain from it at:  
<https://www.nrscotland.gov.uk/research/researching-online>

