

Application for Certificate(s)

Searching undertaken by NRS staff for a particular event ('Particular Search'). For details see Leaflet S2.

Please complete this application overleaf and return it to the address above along with the appropriate fee. Details of charges are given in Leaflet S2 including the PRIORITY SERVICE for urgent orders. Please indicate in the appropriate box(es) below how many of each certificate you want.

1. Extract of entry from a register of births. ('Full Certificate')
2. Abbreviated certificate of birth or death. This shows only the person's name, surname, sex, date and place of birth or death. Not applicable to records before 1855
3. Extract of entry from a register of adopted children. This shows the person's adopted name, not the name in the register of births which may be different. It is however a legal "birth certificate" which may be used for all purposes
4. Extract of entry from a register of marriages or civil partnerships (see note)
5. Extract of entry from a register of divorces (see note)/dissolutions
6. Extract of entry from a register of deaths
7. Additional priority fee (applicable to birth, death, marriage extracts from 1855 to date; divorce extracts from 1 May 1984 to date; adoption extracts from 1930 to date and civil partnership extracts).
For further details, see leaflet S2

Note: recording of marriages ending in divorce

When a **decree of divorce** was granted by the Court of Session, it was formerly the practice to annotate the marriage entry to reflect that a divorce had taken place. This was discontinued on 1 May 1984. Where a divorce was notified to the Registrar General on or after that date, there will be no corresponding annotation on the marriage entry or on any extract of the entry. A separate Register of Divorces was set up from 1 May 1984, from where extracts are available. An extract of divorce granted in Scotland *prior* to 1 May 1984 is obtainable from the Court of Session, Parliament House, 1 Parliament Square, Edinburgh EH1 1RF. Tel: 0131 225 2595

Applicant Information			
Mr/Mrs/Miss/Ms			Existing Customer YES/NO*
Full postal address			Telephone number
			Email
			Date

If you order a certificate by post, you may pay by cheque in British pounds Sterling, crossed and made payable to the 'Scottish Government'.

PLEASE DO NOT SEND CASH. You can also pay by **Maestro, Visa** or **Mastercard** by completing the appropriate sections below.

(Please note that we do not accept American Express cards.) For security reasons we do not recommend sending credit/debit card details by email.

Cardholder's Name: Signature:
(as it appears on card)

Cardholder's Address:
(if different from applicant)

Card Number:

Security Code: Start Date:/...../..... Expiry Date:/...../.....

MAESTRO TRANSACTIONS ONLY

Issue number on card: Last 3 numbers if Maestro 19-digit card:

