

## Application for Certificate(s)

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

Complete in BLOCK CAPITALS

<b>Applicant Information</b>	
Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Full Postal Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Post Code <input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Please indicate in the appropriate box(es) below how many of each certificate you require.

- |  |                          |                           |
|--|--------------------------|---------------------------|
| 1. Extract of an entry from a register of births ("Full Certificate")  | <input type="checkbox"/> | <b>Complete Section 1</b> |
| 2. Abbreviated certificate of birth and death. This shows only the person's name, surname, sex, date, and place of birth. Not applicable to records before 1855  | <input type="checkbox"/> | <b>Complete Section 1</b> |
| 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 | <input type="checkbox"/> | <b>Complete Section 2</b> |
| 4. Extract of entry from a register of marriages or civil partnerships (see note)  | <input type="checkbox"/> | <b>Complete Section 3</b> |
| 5. Extract of entry from a register of divorces (see note)/dissolutions  | <input type="checkbox"/> | <b>Complete Section 3</b> |
| 6. Extract of entry from a register of deaths  | <input type="checkbox"/> | <b>Complete Section 4</b> |

**Section 1 – Birth**

Surname at Birth

Forename(s)

Male

Female

Place (Town or Parish)  
in which Birth occurred

Date of Birth

 /  / 

**Parents Information**

Father's/Parent's  
Surname(s)

Father's/Parent's  
Forename(s)

Mother's/Parent's  
Surname(s)

Mother's Maiden  
Surname

Mother's/Parent's  
Forename(s)

**For Office Use Only**

RD No

Year

Entry No

RCE

All fields marked with a \* must be completed by the applicant to allow processing of an extract.  
Without this information NRS will be unable to issue an adoption extract.

### Section 2 – Adoption

Surname at Adoption\*

Forename(s)\*

Male\*

Female\*

Date of Birth\*

 /  / 

Date of Adoption (If known)

 /  / 

### Adoptive Parents Information

Father's/Parent's Surname(s)\*

Father's/Parent's Forename(s)\*

Mother's/Parent's Surname(s)\*

Mother's Maiden Surname\*

Mother's/Parent's Forename(s)\*

### For Office Use Only

RD No

Year

Entry No

RCE

**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 Register 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.

**Section 3 – Marriage, Civil Partnership, Divorce or Dissolution**

Marriage

Civil Partnership

Divorce

Dissolution

Date of Marriage/Civil Partnership

 /  / 

Date of Divorce/Dissolution

 /  / 

Surname(s)

Forename(s)

Surname(s)

Forename(s)

Place (town or parish) in which Marriage/Civil Partnership occurred

Widow or Divorcee – Please state former married name

**For Office Use Only**

RD No

Year

Entry No

RCE

**Section 4 – Death**

Surname(s)

Forename(s)

Age at Death

Place (Town or Parish)  
in which Death  
occurred

Date of Death  /  /

**Parents Information**

Father's/Parent's  
Surname(s)

Father's/Parent's  
Forename(s)

Mother's/Parent's  
Surname(s)

Mother's Maiden  
Surname

Mother's/Parent's  
Forename(s)

**For Office Use Only**

RD No  Year  Entry No

RCE

## Payment and Completion (See Leaflet S2 for the fees for a certificate)

Payment can be made either through the ScotlandsPeople website\*, by cheque or postal order

\*Payment made through the ScotlandsPeople website will require the customer to create an account or sign-in to their existing account

### ScotlandsPeople Website

Make payment through ScotlandsPeople at the following link:

<https://www.scotlandspeople.gov.uk/pay-for-products>

Select option, 'Certificate (Extract)'

Provide the ScotlandsPeople order number below:

Order No

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Send your completed form, including payment number, cheque, or postal order (payable to 'Scottish Government') to:

### **Extract Services**

### **National Records of Scotland**

### **New Register House**

**3 West Register Street**

**Edinburgh**

**EH1 3YT**

Applications where payment is made through the ScotlandsPeople Website can also be sent to: [records@nrscotland.gov.uk](mailto:records@nrscotland.gov.uk)

### Completion online

Extracts (excluding Adoption Extracts) can also be ordered online using the following link:

<https://www.scotlandspeople.gov.uk/certificate-search>

### Privacy Statement

We will use the information we collect from you to answer your request. We will store your personal information securely and retain it for accountability purposes for no more than ten years. We will only disclose your personal information to third parties with your consent or to comply with a legal obligation. If you would like more information about how we handle personal information or about your rights under data protection legislation, please see the privacy notice on our website at [www.nrscotland.gov.uk/privacy](http://www.nrscotland.gov.uk/privacy).