

How to order a certificate (also known as an official extract)

1 Order Online

You can search for and order birth, death, marriage, divorce, civil partnership and dissolution of civil partnership, census and old parish register certificates online for **£12 per certificate** at www.scotlandsppeople.gov.uk. You will need a credit or debit card to use this service

2 Information you need to order a certificate

| Event Type | | Information Needed |
|---|----------------|---|
| Statutory – Birth, Marriage, Death, Civil Partnership, Divorce, Dissolution | | Full name of the person(s) whose certificate you require. Date and place the event took place. Names of parents (including mother's maiden name) for common surnames. |
| Census | | Year Full name and address of the person |
| Old Parish Register | Birth/Baptism | Full name, date or year, parent's names, place of birth. |
| | Marriage/Banns | Full name of both parties, year and place of marriage. |
| | Death/Burial | Full name, date or year of death, place of death. |

3 Order by post

You can order by post. You can download and print out the relevant application form from the NRS website.

- [SU3 application form](#) – birth, adoption, marriage, civil partnership, divorce, death, dissolution, or old parish register certificates.
- [SU9 application form](#) – census certificate
- [SU19 application form](#) – certificate(s)/no trace divorce letter

4 Order by phone (CURRENTLY UNAVAILABLE – COMING SOON)

If you have a credit or debit card you can also order a birth, marriage, death, civil partnership, dissolution, divorce and adoption certificate by phone on

0131 314 4411 (+44 131 314 4411 from outside the UK) **9.00 to 16.30 Monday - Friday**

5 No trace divorce record

Although not an official certificate, we issue a formal letter in support of a divorce application through the Courts as evidence of an individual's marital status within Scotland. This letter has to cover the period from the date of marriage to the present date. Both parties' names, date and place of marriage must be provided. You can apply by post via form SU19. The cost is £5.00 for each five year period searched from the date of marriage.

6 We accept payment by these methods

| Order online via ScotlandsPeople website | Order by post | Order by telephone |
|--|--|--------------------|
| Debit/Credit card PayPal | Debit/Credit card Sterling cheque British postal order | Debit/Credit card |

If paying by Credit/Debit card please quote your card number, cardholder's name, signature and address, start/expiry dates, security code (the 3 digit number on the reverse of the card). (Please note that we do not accept American Express cards). For security reasons we do not recommend sending credit/debit card details by email, and please do not send us cash by post.

Payments by sterling cheque/British postal order should be crossed, and made payable to the 'Scottish Government'. If, when paying by cheque or postal order, we will refund, by cheque, any excess funds remitted over £4 (£5 for international orders). We will not automatically refund monies below these amounts.

7. Processing times and charges

We aim to process and despatch online applications within 15 working days of the order being received. Customers selecting **priority service** will have orders processed and despatched by the next working day. If ordered before **1pm**, orders can be received the same working day.

| Method of Request | Cost (excluding postage) | Target From date of order | No Trace fee (if entry not found) |
|---|--|--|-----------------------------------|
| Online via ScotlandsPeople website – Priority Service | £12 per certificate | Issue within 15 working days | Not applicable |
| | £27 per certificate | Issue next working day (Before 1pm – same working day) | Not applicable |
| Telephone, Post, Form SU3 (not OPR and Census) – Priority Service | £15 per certificate | Issue within 8 working days | £5 |
| | £30 per certificate | Issue next working day (Before 1pm – same working day) | £5 |
| Post, Form SU9 and SU3 (includes OPR and Census) | £15 per certificate | Issue within 8 working days | £5 |
| Form SU19 - No Trace Divorce Letter | £5 charge for each five years married (or part thereof) | Issue within 8 working days | £5 |

8. Postage

All certificates are issued by 1st class UK mail, standard airmail or by the alternative UK mail delivery option selected by the customer. We do not have a collection service nor use couriers.

For more information on the latest postage charges, please refer to the ScotlandsPeople website page, **Ordering Certificates**.