

## How to obtain an official extract from the 1939 National Identity Register

### 1 Background

In 1939, the National Registration Act ordered a register of everybody living in the UK - for the purpose of issuing identity cards, ration books and call-up papers. The register has been kept secret because the 1939 Act prohibited publication of the information but under the Freedom of Information (Scotland) Act 2002 that restriction has been reviewed and details about people who have since died are now being made available. The Register records personal information of great interest to family historians - name, address in 1939, marital status, age and occupation.

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National Records of Scotland  
Cairnsmore House  
Crichton Business Park  
Bankend Road  
Dumfries  
DG1 4GW

### 2 How do I apply for an official extract from the register?

**Information Required** – Surname, Forename(s), Date of Death and Date of Birth (if known) of the person who is the subject of the enquiry. **If the death was registered out with Scotland you must also provide us with a copy of the individual's death certificate to enable us to process your application**

Method of Request	Cost (excluding postage)	Target From date of order	No trace charge
POST - Form NR1	£15	Issue within 15 working days	£5

Completed applications should be sent to the address at the top of this leaflet together with payment and a copy of the death certificate (if required).

### 3 Payment

**We accept payment by Debit/Credit card, Sterling cheque and British postal order.**

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) and, for Maestro transactions, the issue number where applicable. This will allow us to charge the correct amount whether the requested entry is traced or not. (Please note that we do not accept American Express cards.) For security reasons we do not recommend sending credit/debit card details by email.

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.

### 4 Postage

All certificates are issued by 1st class UK mail or standard airmail or by the alternative delivery option selected by the customer.

<b>Collection at New Register House</b>	<b>NIL</b>
<b>UK Standard 1<sup>st</sup> Class</b>	<b>£0.85</b>
<b>Standard Airmail</b>	<b>£2.95</b>
<b>UK Recorded Delivery 1<sup>st</sup> Class</b>	<b>£1.95</b>
<b>UK Special Delivery</b>	<b>£6.20</b>
<b>UK Special Delivery (Saturday)</b>	<b>£10.44</b>