



## Registration of a Birth

*Pursuant to the Births & Deaths Registration Act*

### IMPORTANT NOTE:

Fill in this form in **CAPITAL LETTERS** using a biro and writing only within the boxes. It is advisable that you check the Guidance Notes on the reverse side of this form before completing this application.

### SECTION 1 - Particulars of Child

Date of Birth of Child:	Place of Birth of Child:
Surname of Child:	Name of Child:
Gender:	

### SECTION 2 - Particulars of Father/Parent

Surname of Father/Parent:	Name of Father/Parent:
Place of Birth:	Occupation:
Address:	

### SECTION 3 - Particulars of Mother

Surname of Mother:	Name of Mother:
Place of Birth:	Occupation:
Surname at Marriage/Civil Partnership (if different from maiden surname):	Address (if different from father/parent's):

### SECTION 4 - Informant *(if not the father/parent or mother)*

Surname of informant:	Name of Informant:
Address (if different from father/parent or mother):	Qualification:

### SECTION 5 - Declaration

I certify that the particulars given above are true to the best of my knowledge and belief. I am aware that any person who willfully makes any false statement or declaration under or for the purposes of any Act relating to the registration of births is liable to prosecution on conviction to imprisonment or a fine.	
Signature of Informant 1:	Signature of Informant 2:
Signature of Witness:	Name of Witness:

## Registration of a Birth - Guidance Notes

### IMPORTANT NOTES

Every birth in Gibraltar must be registered by law and within 21 days of the day of the birth, even if the parents do not normally live in Gibraltar. Only children born in Gibraltar can be registered.

**It is the duty of the parents to register the birth.** If the parents are married/civil partnered, either the mother, father or parent can register the birth on their own. If the parents are not married/civil partnered, both parents have to register the birth together. More detailed information on who can register the birth of a child can be obtained by contacting our offices on Tel No 20078303 or by email at [bdmregistry.diha@gibraltar.gov.gi](mailto:bdmregistry.diha@gibraltar.gov.gi).

A child that is stillborn must also be registered, but only if the child was stillborn after the 24<sup>th</sup> week of pregnancy.

### COMPLETING THIS FORM

**SECTION 1** – In this section, please indicate the particulars of the child whose birth you are registering.

**SECTION 2** – In this section, please indicate the particulars of the child's father/parent.

**SECTION 3** – In this section, please indicate the particulars of the child's mother. Please indicate the mother's surname if this was at marriage/civil partnership different from her maiden surname. Also include the mother's address, should this be different from the father's/parent's.

**SECTION 4** – In this section, please indicate the particulars of the informant of the birth in cases where the informant is neither the father/parent or mother of the child. Please include the address of the informant, if different from the father/parent and/or mother, and state the qualification of the informant in accordance with the *Births & Deaths Registration Act Section 10 (1)&(2)*.

**SECTION 5** – Please read the declaration carefully. It is important to note that applications must be signed before submission.

### SUPPORTING DOCUMENTATION REQUIRED

- A valid form of photo ID (e.g. valid **Passport** or valid **ID/Civilian Registration Card**); and
- If the parents are married or civil partnered, their **Marriage or Civil Partnership Certificate**.
- Please note that supporting documents which are not in English must be accompanied by a certified translation.

### SUBMISSION OF FORM

1. Once you have completed this registration form, call our office on telephone 20078303 or 20076945 and get an appointment.
2. Our staff will endeavor to provide you with a mutually convenient appointment during normal working hours.
3. Before your appointment, ask our staff any questions you may have so that the registration process runs smoothly on the day.
4. On the day of your appointment come to our office on the pre-allocated time and bring the application and the supporting documents with you.

### BIRTH CERTIFICATES

Birth Certificates may be ordered once the registration has been completed and the fee for each certificate is £18.00.

Certificates will usually be ready within 10 working days, and may be collected on presentation of the receipt you were given when ordered.

### CONTACT US

Our opening times, from Mondays to Fridays inclusive, are from 8:30am to 1:00pm.

Our telephone number is 200 78303 and our email address is [bdmregistry.diha@gibraltar.gov.gi](mailto:bdmregistry.diha@gibraltar.gov.gi)

Our address is:

*Department of Immigration & Home Affairs  
2<sup>nd</sup> Floor, Leanse Place  
50 Town Range  
Gibraltar*