

# INFORMATION TO BE GIVEN BY THE INFORMANT TO ASSIST WITH THE BIRTH REGISTRATION

This template is designed to assist the registration process when collecting information for the registration of a birth via telephone. It should be completed and emailed back to the registration service prior to interview. The registrar will still ask questions during the telephone call, but this form will assist the accurate recording of information. The Registrar will also ask questions for statistical purposes.

**If some boxes are not relevant to your circumstances, or you are unsure or do not know the details, please just leave blank and discuss with the registrar at time of registration.**

**For births occurring in Wales, please tick the box if you wish the birth to be registered in**

**Welsh**

<p><b>Please use the boxes aside to enter the informant(s) name and telephone number to be used when the registrar rings you.</b></p>		
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Details required	Guidance notes	Details
Date of birth	Date on which child was born (if a multiple birth please also provide the time).	
Name(s) and surname of the child	This is the name(s) and surname in which you intend the child to be brought up.	
Sex	Male or Female	
Place of birth	This should be the usual name and address of the hospital or the address of the house the child was born in.	
Father's/2 <sup>nd</sup> female parent's name(s) and surname	This is the name(s) and surname that the father/parent was known by at the time of the birth. If they have changed name or surname at any stage the other names should also be provided.	
Father's/2 <sup>nd</sup> female parent's place of birth	If the father/parent was born in the United Kingdom you should provide the London Borough; Borough; or the town or village and county. If they were born outside of the United Kingdom you should provide the name of the country	
Father's/2 <sup>nd</sup> female parent's occupation	This should be the occupation the father/parent had at the time of the birth. If not working, you may provide the last occupation had.	

Mother's name(s) and surname	This is the name(s) and surname that the mother was known by at the time of the birth. If the mother has changed her name or surname at any stage, the other names should also be provided.	
Mother's maiden surname	This is the name the mother entered into her first marriage or civil partnership. <b>The registrar will also ask if the mother has used any other names at the time of any other marriages or civil partnerships</b>	
Mother's place of birth	If the mother was born in the United Kingdom you should provide the London Borough; Borough; or the town or village and county. If she was born outside of the United Kingdom you should provide the name of the country.	
Mother's occupation	This should be the occupation the mother had at the time of the birth. you may provide the last occupation had.	
Mother's usual address	The full postal address should be given.	
Your details	If you are not the mother or the father you should state your name, address and your relationship to the child (e.g. where you present at the birth or have custody of the child?)	