



Re-registering a birth

This fact sheet can be made available in other languages or formats on request by contacting 0161 770 6666. For further information please see our detailed fact sheet Information for all.

Why re-register a birth?

A birth may be re-registered to:

- Record the natural father's details
- Record the marriage of the natural parents
- To change the child's first name
- To change the child's surname
- To correct a mistake

Re-registering to include the father's details

A re-registration to include the father's details can only be done if no father's details were recorded at the time of the first registration.

- You will need the child's full birth certificate.
- You will also need a form called GRO 158. You can get this form from the register office, and it needs to be filled in and then signed by both parents.

Both parents should attend the register office. If both parents cannot attend, there are 3 ways to re-register the birth:

1. The father fills in a declaration form to confirm he is the father and the mother gives this form to the register office. Copies of the form are available at all register offices.
2. The mother fills in a declaration form confirming the father's details and the father re-registers the birth at the register office alone.
3. In some cases a court order will be made naming the father. In this case the mother can re-register the birth alone but please contact the register office first.

Re-registering to record the marriage of the parents

Even if the natural father's details were recorded at the time of the first registration, the child's birth record can be updated if the parent's have married each other since the birth of their child.

You will need:

- The child's full birth certificate
- Your marriage certificate
- You will also need a form called a LA1. You can get this form from the register office, it needs to be filled in and then signed by both parents.

You then need to re-register the birth at the register office for the district where the birth occurred. Either parent can attend for the re-registration.

Changing the child's first name

You can change your child's first name within 12 months of the date of the first registration.

If the child has not been baptised the parents can complete a form at the register office. This can be done at any time as long as you can prove that the change of name took place within 12 months of the first registration.

If the child has been baptised in the Christian faith, you can get a form from the registry office to take to the minister of the church where the child was baptised. The completed form needs to be taken to the registry office.

The short version of the birth certificate will include the child's new name. You can buy the full version of the birth certificate; this will include the name the child was first registered under and the new name.

Changing the child's surname

If the parents were not married to each other at the time of the birth it is possible to re-register the birth to include the father's details in the registration. This can be done at any time and the child's surname can be changed at the same time.

A form is available from the register office that has to be completed by both parents.

The easiest way for the birth to be re-registered is for both parents to attend the register office together. If this is not possible there are 3 other ways the birth can be re-registered:

1. The father fills in a form to confirm he is the father and the mother gives this form to the registry office. Copies of the form are available at all register offices.
2. The mother fills in a form confirming the father's details and the father re-registers the birth at the register office alone.
3. In some cases a court order will be made naming the father. In this case the mother can re-register the birth alone but please contact the register office first.

However, if the parents were not married to each other at the time of the birth and the child was registered with the father's surname, it is not possible to change the surname to the mother's surname.

If the parents have married each other since the birth was registered the birth should be re-registered. A form is available from the register office that must be signed by both parents. Either parent can then attend the register office, with the completed form and a copy of the marriage certificate. The birth will then be re-registered and the child's surname can be changed as part of this process. Copies of the re-registered birth certificate can be purchased from the register office.

Correcting a mistake

If a mistake was made in the original registration it is possible to correct it. If you spot the mistake within a couple of weeks you should write a letter to explain what the mistake is and send this to the register office.

If there has been a longer time gap between registration and realising there is a mistake, you need to write a letter and also provide proof (for example, Clinic Card, NHS medical card or bank book) that you are bringing up the child with a different name to the name originally registered.

If possible the person who gave the information for the registration should tell the register office about the mistake. The letter along with the documentary evidence will then be submitted to the Registrar General's office for consideration.

Where can the birth be re-registered?

The birth must be re-registered in the register office for the district in which the birth took place. Contact details for Oldham can be found below.

Who can re- register the birth?

If the parents of the baby were married to each other at the time of the birth either the mother or father can register the birth.

If the parents were not married to each other the simplest way is for both parents to attend to register together.

If this is not possible there are 3 other ways the father's details can be registered:

- The father fills in a form to confirm he is the father and the mother gives this form to the register office. Copies of the form are available at all register offices.
- The mother fills in a form confirming the father's details and the father registers the birth at the register office alone.
- In some cases a court order will be made naming the father. In this case the mother can register the birth alone but please contact the register office first.

Although parents register the majority of births, sometimes neither the mother nor the father is able to attend. In this case, registration can be undertaken by whichever of the following people is best able to do so:

- the occupier of the house or hospital where the child was born
- someone who was present at the birth
- someone who is responsible for the child

Contacting us

If you would like more information about registering a birth you can contact us by:

Writing to or visiting

The Register Office, Chadderton Town Hall, Middleton Road, Chadderton, Oldham OL9 6PP

If you are visiting the office, please telephone 0161 770 3708 to make an appointment first. The opening hours are 9.00am to 4.00pm Monday to Friday.

Phoning

0161 770 3708

Faxing

0161 770 3729

Emailing

registrars@oldham.gov.uk

For further information you can log onto the General Register Office website www.gro.gov.uk/gro/content/ or telephone 0151 471 4805 (9am to 5pm Monday to Friday).

We value your comments and suggestions

We want to provide good quality service for people in Oldham and as we are a public service you have a say in what we do. We want you to be completely satisfied with our services but to ensure this we need to know what you think. What do we do best? Where could we improve things? Do you have any ideas or suggestions? Only by listening to you can we give you the service you deserve.

If you wish to make a comment about our services you can e-mail us on

customer.feedback@oldham.gov.uk

or you can phone us on 0161 770 4191

or you can write to us:

Complaints Officer
Chief Executives Department
PO Box 160
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