

How to apply for a copy of a certificate

The registration of births, marriages and deaths in England and Wales began on 1st July 1837. Scotland and Northern Ireland operate a different system.

Where to obtain a copy certificate

The county is separated into different registration districts and each has its own Superintendent Registrar, who has responsibility for the registers of births, deaths and marriages relating to that district. If you know the district in which the event that you are interested in took place then you can make any application through the contact centre who upon payment of the appropriate fee will forward your request on the Registrar in the relevant district. The certified copy of the register entry will then be posted to you.

Where to apply

Applications can be made by contacting the office in the district where the event took place. Requests can be made over the telephone and payment made using credit/ debit cards. Alternatively, payment can be made by post or in person.

If you do not know the date of the event

If you do not know the date of the event then you can make an application to GRO (Certificate Services) for a general search on the national database, or a 5 year search can be made at the Register Office covering the district where the birth took place.

If you do not know the district in which the event occurred

You can make an application to the General Register Office in Southport : [General Register Office \(GRO\)](#) as they hold records of all births, deaths and marriages that have taken place in England and Wales from 1837. The National Archives also holds archived records that are free to view: [UK Government Web Archive](#)

If the event took place outside Staffordshire

If the event took place outside Staffordshire, then you will need contact a Registration Office in that County. For further contact details of Registration Offices Nationally, please contact Staffordshire Registration Services on 08456 036908.

I was adopted can I still obtain a copy certificate?

If you were adopted then you must contact the General Register Office in Southport [General Register Office \(GRO\)](#) as they hold records of all births, deaths and marriages that have taken place in England and Wales from 1837 to the present date.

If the event took place before 1837

Events that took place prior to 1837 are not held by Registration Services. These records are often in the form of church baptism, marriage and burial records and these are usually in the custody of the local archive service. Details about the [Staffordshire Archives Service](#) can be found by using the link provided.

For enquiries or to make an appointment please contact

General enquiries about Registration Services can be made during the following times:

Monday – Friday 08:00 – 18:00

Saturday – 09:00 – 13:00

Please contact:

Email: registrarsenquiries@staffordshire.gov.uk

Tel: 0300 1118001

Fax: 01785 276026

Deaf or hard of hearing:

Mini Com: 01785 276207

The Minicom service is a telephone typewriter device for communication between deaf, hard of hearing, speech-impaired and/or hearing persons.

All of our information leaflets are available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact us.