

# How to Register a Birth

[www.hants.gov.uk/registration](http://www.hants.gov.uk/registration)  
0845 603 5637

## When and where to register a birth

In England and Wales your baby must be registered in the district where the birth took place within 42 days of the birth. If the birth took place within Hampshire, you can make an appointment at any Hampshire Registration Office by calling 0845 603 5637 Monday to Friday 8am - 8pm or Saturday 9.30am – 4pm.

For registration purposes Hampshire is a single district, excluding Southampton and Portsmouth, which are districts in their own rights.

If you can't go to the district where your baby was born, you can attend another office (still within 42 days). The registrar will then send your details to the appropriate district office. This is known as a Declaration

## Who can register a birth

If parents are married at the time of birth, either mother or father can register the birth on their own or together.

If they are not married, to ensure both parents' details are included on the birth certificate, there are several options:

- Both parents can attend and sign the birth register together in which case the baby's father will automatically have parental responsibility (see: [www.hants.gov.uk/registration/registration-birth](http://www.hants.gov.uk/registration/registration-birth))
- If one parent cannot go to the register office they will need to complete a statutory declaration form the parent registering the birth should give the completed form to the registrar
- Where there is a parental responsibility agreement in place or either parent has an appropriate court order, this must be presented at the time of registration

If the father's details are not included on the original birth register, it may be possible to re-register at a later date.

If the mother or father cannot attend please visit [www.hants.gov.uk/registration/registration-birth](http://www.hants.gov.uk/registration/registration-birth) or call 0845 603 5637 for further information

## Documents and information you will need

Please bring along the document from the hospital or midwife which shows the baby's NHS number. This is the only document required.

For further information on what you will be asked please visit [www.hants.gov.uk/registration/registration-birth](http://www.hants.gov.uk/registration/registration-birth) or call 0845 603 5637 or refer to the (pink) letter from the hospital (362)

## Documents you will receive

You will be given a short birth certificate free of charge and this can be used to register with a doctor and to claim child benefit. However, a standard certificate is required for virtually everything else, e.g. passport applications, and other legal purposes. This can be requested at the time of registration at a cost of £3.50. You may wish to buy two standard certificates at the time of registration in case you have to send off one certified copy for any reason, for instance to the passport office who may keep it for some time. This would leave you with a 'spare' at home in case of emergency.

For more information please visit our website at [www.hants.gov.uk/registration](http://www.hants.gov.uk/registration)

