Identity & Passport Service

GRO Adoption Certificate Application Form

Please read the guidance notes before completing this form in **CAPITALS** and **BLACK INK**

The General Register Office maintains a record of all adoptions granted by the courts of England and Wales on or after 1st January 1927

Section 1 - Customer Details		1.1	GRO Cus	tomer Account N	umber					
1.2 Title		Forenam	ne							
Surname										
Company Name										
Address										
Town										
County										
Country					Postcode					
1.3 Email (please use capital letters)										
Telephone										
Section 2 - Details of Ad	option	All field	s marked w	ith * are required if	the adopted	l persoi	n is unde	r 18 y	ears c	of age.
* Adopted Person's Forename										
* Surname										
* Adoptive Parent Forename										
* Surname										
* Adoptive Parent Forename										
* Surname										
* Date of Birth of Adopted Person	d d - m r	n - y y	уу	Date of Adoption	d d	- m	m -	У	У	У
Court that made the Adoption Order										
Section 3 - GRO Index R	eference			Date of Entry (if known)	d d	- m	m -	У	уу	у
Volume	Er	ntry Number		(II KHOWII)			Year			
Section 4 - Other Inform	ation	4.1	Number	of Certificates	Full			Shor	rt	
4.2 Priority Despatch	patch Applying for your own certificate?									
4.3 Your Reference										

Section 5 - Payment Information Total Value of Application Payment by Postal Order 5.2 Payment by Cheque Cheque / Postal Order Number Payment by Visa MasterCard Maestro/Visa Debit 5.3 Debit/Credit Card Card Number Security Number Issue Number **Expiry Date** Start Date (if applicable) Name of Cardholder (as it appears on the card)

Guidance Notes

Section 1 - Customer Details

WorldPay ID (for official use only)

- 1.1 GRO Customer Account Number All new applications placed on the GRO order system will generate a customer number that you will find on your shipping note. Please quote this number on all subsequent orders. If this is your first order then please leave this blank.
- **1.2 Customer Address** Please provide a delivery address for the certificate. Note that if you are paying by credit or debit card this address must be the same as your card's billing address. Company name: Please leave blank if registering as an individual.
- **1.3 Email Address / Telephone Nos.** Please ensure that you include a telephone number or an email address in case we need to contact you about your order. Note that the @ symbol in your email address has been preprinted for you.
- Section 2 Details of Adoption You must supply the full name and date of birth. If the adopted person is under 18 years of age you must also supply the forename and surname of the adoptive parents.
- **Section 3 GRO Index Reference** Please visit the GRO website at *www.direct.gov.uk/gro* or phone *0300 123 1837* for details on how to obtain a GRO Index Reference number and for the location of your nearest microfiche holder. The GRO Index Reference Number can also be found in the bottom left hand corner of a short certificate of adoption.

Section 4 - Other Information

4.1 Number of Certificates

You can order more than one copy of the requested certificate, a full fee is payable for each one.

- **4.2 Priority Despatch** Place a cross in the supplied checkbox if you wish to use our priority service. Our standard service will despatch orders in 4 working days if you have supplied a GRO Index Reference or in 15 working days without a reference. The priority service will be despatched the next working day. Note: We will start to process orders received after 4pm the next working day. Choosing priority despatch will affect the final price of your order.
- **4.3 Your Reference** You may include a personal reference here for your own cataloguing purposes. This reference will appear on the certificate shipping note.

Section 5 - Payment Information - Standard fee: £9.25 Priority fee: £23.40

- **5.1 Total Value of Application** The final price is affected by the despatch service chosen and the number of certificates requested. Please note a full fee is payable for each certificate requested.
- **5.2 Cheque / Postal Order** Should be made payable to " **IPS**". Please tick the appropriate tickbox and list the cheque or postal order number.
- **5.3 Debit / Credit Card** If you are paying by debit / credit card please tick the appropriate checkbox and complete the boxes for card number, security number (the last three digits on the reverse of the card), expiry date and start date. Also include the name of the cardholder as it appears on the card. Complete the issue number if appropriate.

Please note that the application fee includes a return postal charge, therefore customers are NOT required to send a SAE with their application form

Please return to the following address by post

General Register Office, PO Box 2 Southport, Merseyside, United Kingdom PR8 2JD

Telephone: 0300 123 1837 Email:certificate.services@ips.gsi.gov.uk

For the purpose of detecting and preventing crime, information relating to an application may be passed to other Government departments or law enforcement agencies.

General Register Office: part of the Identity & Passport Service

