



Registering A Birth – Information Note

This document is for guidance only. Please check our website www.hse.ie/go/birth for further information and on the day of registration the Registrar will be able to answer your questions.

The information contained within a birth registration is governed by legislation. It is the duty of parent(s) to register the birth of their child within 3 months of the date of birth*.

How to register your baby's birth:

- Choose any office of the HSE Civil Registration Service throughout the state (details on www.hse.ie/go/birth).
- Our service must receive a Birth Notification from the Maternity Hospital for each birth, therefore, please wait 21 working days from the date of birth before attending a Civil Registration Office to register the birth of your child.

At Registration, you must provide the following:

- Photographic Identification must be produced by the parent(s) – e.g. Passport or Driving Licence.
- The Personal Public Service (PPS) Number(s) of parent(s) is required.
- **The parent(s) Civil Status (e.g. Married, Single, Divorced, Widowed, Civil Partner) must be confirmed. If the marriage/civil partnership took place outside the Republic of Ireland, parent(s) must bring an original civil certificate and if necessary, a certified English Translation. (If the marriage/civil partnership occurred within the Republic of Ireland and is registered, this can be confirmed by the Registrar at the registration).**
- If the mother has been previously married, is separated, has a civil annulment, is widowed or divorced other documentation may be required depending on personal circumstances. If you are / were married to someone who is **not** the biological father of your child and you want to put the biological father's name on the birth certificate, you will need:
 - A Divorce Decree dated a minimum of 10 months before the birth of your child. (Foreign Divorces must be accompanied by an official English translation).
 - **Or** a deed of separation and a Form CRA 8 declaring that your husband is not the father of your child. (Form CRA 8's are available from a Civil Registration Office, upon request).
 - **Or** a rebuttle, Form CRA 7, stating that the husband is not the father of your child. (Form CRA 7's are available from a Civil Registration Office, upon request). A marriage certificate, divorce decree or a deed of separation dated less than 10 months is also required.
 - **Or** a court order which names the biological father of the child. Please contact the Family Law Office in this regard. A marriage certificate, divorce decree or a deed of separation dated less than 10 months is also required.

After the birth has been registered you can buy Birth Certificate(s) at a cost of €20.

** When the birth has been registered the details will be automatically passed to the Department of Social Protection who will assign a PPS Number to the child and initiate the Child Benefit Claim. Granting of Child Benefit will be subject to Department of Social Protection regulations. Any queries regarding Child Benefit should be directed to the Department of Social Protection. Copies of documentation used may be retained for any future queries around the registration.*