

Where to find further information

Other leaflets are available on a range of topics from Registration/Bereavement Services.

In particular, you might also find the following leaflets useful:

- Registering a Birth
- Re-Registration of your Child's Birth
- Celebratory Services

If you require any further help or advice, please do not hesitate to contact us at:

The Register Office
Nightingale House
Balaclava Street
Stockton-on-Tees
TS18 2AL

Telephone: (01642) 527720

Fax: (01642) 527725

Email: registrars@stockton.gov.uk

If you would like this information in any other language or format for example large print or audio, please contact the 'Register Office' on (01642) 527720

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال بالطبعة الكبيرة أو بالشريط المسجل فالرجاء الإتصال 'بدايفرستي تيم' على هاتف رقم 01642 527720 [Register Office]

ARABIC

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶，請致電 01642 527720 接洽 '多元化隊' (Register Office)

MANDARIN

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا میخواهید لطفا با تیم دایورسیتی (گوناگونی) [Register Office] با شماره 01642 527720 به تماس شوید

FARSI

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un autre format, par exemple, en gros caractères / version audio, veuillez contacter l'équipe "Register Office" au n° 016 42 52 77 20

FRENCH

نه گهر حضرت لئ به نهم زانباريه به دهستت بکهونت به زمانه کانی تر یان به سنیوه په کی تر بو نمونه چایی گه وره/یان به تیبی تو مارکراو تکابه په یوه نندی بکه به تیمی دایفیرستی' له سهر ژماره ی ته له فون 01642 527720 [Register Office]

KURDISH

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 'Register Office' ਨੂੰ 01642 527720 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

PUNJABI

اگر آپ ان معلومات کو کسی بھی اور زبان یا انداز، مثلاً بڑے پرنٹ/آڈیو ٹیپ وغیرہ میں حاصل کرنا چاہیں تو 'ڈایورسٹی ٹیم' (Register Office) کو اس نمبر پر فون کیجئے 01642 527720

URDU



Stockton-on-Tees
BOROUGH COUNCIL

How to Register a Birth by Declaration

A guide for parents who do not live in the district where baby was born



Stockton-on-Tees
BOROUGH COUNCIL



INVESTOR IN PEOPLE

The birth of a baby must be registered in the district in which it occurred and within 42 days of the birth.

In Stockton, parents can register the birth at either the Register Office in Balaclava Street (our full address is shown on the back of this leaflet), or at the Centre for Carers and Patients at the University Hospital of North Tees, Hardwick Road, Stockton-on-Tees, TS19 8PE

Can I register at my local Register Office?

The birth cannot be registered outside of the district where baby was born, but you can make a 'Birth Declaration' at any Register Office in England and Wales. This is a process that allows you to provide all of the information required to register the birth to a Registrar at your local Register Office, who will then forward the information to us by post.

How do I make a Birth Declaration?

Making a declaration is very similar to registering a birth in the usual way, except that the Registrar will not be able to issue any certificates or the Form FP58, which you will need to register your baby with your family doctor and obtain a medical card.

You should first contact your local Register Office to make an appointment, stating that you wish to make a 'Birth Declaration'.

The Registrar will ask you for the information

required to register your baby's birth and then ask you to sign a legal document, which states that the information you have given is correct.

This will then be sent to us by post so that we can enter your baby's details into the birth register.

Once we have done this, we will send to you by post:

- A Free Birth Certificate
- A Form FP58

A free birth certificate shows baby's full name, gender, date of birth and the district of birth.

In addition, you may purchase a full birth certificate, which also shows the parents' names, occupations, places of birth and usual home address.

If you would like a full birth certificate, you can either give a cheque made payable to 'Stockton Borough Council' to your local registrar, who will send it to us with the declaration, or you can apply to us separately in person, by post, or telephone us with your credit/debit card details.

Please remember that the birth register containing your baby's details will be permanently retained at Stockton Register Office, so if you would like any further copies of your child's birth certificate in the future, they will only be available from our office, not your local Register Office.

What information is needed to make a declaration?

Your local Register Office will tell you what information you will need to provide, but please also see our leaflet 'Registering the Birth of Your Baby' for further detail.

Please also remember, that if baby's parents are not married to one another, both parents must attend the appointment if the father's details are to be entered into the register

Other Local Register Offices:

Bishop Auckland
Cockton House
35 Cockton Hill Road
Bishop Auckland
DL14 6HS

(01388) 607277

Redcar & Cleveland
Westgate
Guisbrough
TS14 6AP

(01287) 632564

Middlesbrough
Corporation Road
Middlesbrough
TS1 2DA

(01642) 729005

Darlington
Backhouse Hall
Bull Wynd
Darlington
DL1 5RG

(01325) 346604

Hartlepool
Raby Road
Hartlepool
TS24 8AF

(01429) 236369