

# **CONTENTS**

## **Annexes**

- Annex A: List of processing activities for registrars, superintendent registrars and registration authorities**
- Annex B: Report of a suspicious marriage or civil partnership / overstayer/ illegal worker**
- Annex C: Report of an overstayer / illegal worker identified at birth or death registration**
- Annex D: Report of a suspicion of an offence**
- Annex E: Reporting suspected false / forged documentation**
- Annex F: Report of a suspicious application for a birth certificate**
- Annex G: MG11 Witness Statement Template**
- Annex H: Privacy Notice**

## Annex A

### List of processing activities for registrars, superintendent registrars and registration authorities

#### 1. Collection of data

DATA PROVIDER	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY BASIS	LAWFUL BASIS (under Article 6 GDPR)
*Qualified informant	To complete a birth registration (including still birth)	Registration district and sub district of birth Entry number, date and place of birth Name and surname Sex Name, surname and occupation of father (if recorded) Name, surname and occupation of mother Usual address Name, surname and usual address of the informant (if not the mother or father) Date of registration Name of registrar	Yes	S1 Births and Deaths Registration Act 1953  Regulation 7 Registration of Births and Deaths Regulations 1987	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Age of mother Age of father or parent (if registered) No. of previous children Date of marriage or civil partnership of parents (if appropriate) Whether the mother had any marriage or civil partnership before that date	Yes, as linked to the birth registration	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Industry of employment and employment status	Yes, as linked to the birth registration	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
*Qualified informant	To complete a death registration	Registration district and sub district of death Entry number, date and place of death Name, surname, maiden name (if applicable) Sex Occupation and usual address of the deceased Date and place of birth of the deceased Name, surname and usual address of the informant Cause of death Date of registration Name of the registrar	Yes, in relation to informant's details	S15 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

*Qualified informant	Statistical purposes	Condition of deceased (i.e. single, married etc) Age of surviving spouse or civil partner (if any)	Yes, as linked to death registration which contains the informant's details	S1 Population Statistics Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
*Qualified informant	Statistical purposes	Length of stay in a communal establishment Industry of employment and employment status of the deceased	Yes, as linked to death registration which contains the informant's details	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
Doctor certifying a death via a qualified informant*	To complete a death registration and statistical purposes	Name and age of deceased Cause of death Interval between onset of disease and death Place of death and if in a hospital, the name of the consultant Date last seen alive Whether seen or not seen after death Whether referred to the coroner and by whom Whether additional medical details sought Signature of certifying doctor, residence and qualification	Yes	S22 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Coroner	To complete a death registration	Information required to complete a death registration and coroner's name. May include informant's details	Yes	S23 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a marriage	Marriage notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence Place of marriage Nationality	Yes	S27 Marriage Act 1949 Regulation 4 Registration of Marriage Regulations 2015	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a marriage	Marriage registration	District of marriage Place of marriage Entry number Date of marriage Name and surname of parties to the marriage Age, condition, rank or profession Residence at the time of the marriage Name, surname and rank or profession of each party's father Signatures of both parties and their witnesses Name of the person(s)	Yes	S53 Marriage Act 1949 Regulation 12 Registration of Marriage Regulations 2015	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

		who conducted, and registered the marriage			
Party to a civil partnership	Civil partnership notice	Name and surname Date of birth Sex Condition Occupation Address Period of residence Place of formation of civil partnership Nationality	Yes	S8 Civil Partnership Act 2004 Regulation 3 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Party to a civil partnership	Civil partnership register	Registration Authority where the civil partnership was registered Date and place of civil partnership registration Name and surname of civil partners Date of birth, sex, condition and occupation of the civil partners Residence at the time of the civil partnership registration Father's name, surname and occupation of each civil partner Mother's name, surname and occupation of each civil partner Signatures of civil partners Name and surname of witnesses Signature of civil partnership registrar	Yes	S2 Civil Partnership Act 2004 Regulation 11 Civil Partnership (Registration Provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

## 2. Sharing of registration information

Civil Registration services					
RECIPIENT	PURPOSE	INFORMATION	PERSONAL INFORMATION	STATUTORY PROVISION	LAWFUL BASIS (Under Article 6 GDPR)
Applicant for a certificate	To obtain a certified copy of a birth, death, marriage or civil partnership entry	Where the applicant can identify the relevant entry and pay the fee, all the information contained in a birth, death or marriage entry; name, surname and date of birth for a short certificate; full details from a civil partnership entry where the applicant can provide the address of the civil partners; all information excluding address of the civil partners where the applicant cannot provide it.	Yes	S31 and S33 Births and Deaths Registration Act 1953 S64 Marriage Act Regulation 15 Civil partnership (Registration provisions) Regulations 2005	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Superintendent registrar	To certify registration records	Quarterly returns of births (including still- births) and death registrations from registrars	Yes	S26 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or

					have personal data erased do not apply
	To certify registration records	Quarterly returns of marriage registrations from everyone required to register marriages	Yes	S57 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Registrar General	To compile and maintain a central record of registration events	Certified copies of birth (including still births) and death registrations from superintendent registrars	Yes	S27 Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death confidential particulars to be collected by the RG	Yes	S2 Population (Statistics) Act 1938	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To support UK Statistics Authority requirement to produce statistical information	Birth, still-birth and death voluntary particulars	Yes	No provision (collected voluntarily)	6 (e) public task  The right to have personal data erased does not apply
	To support UK Statistics Authority requirement to produce statistical information	Medical Certificate of Cause of Death additional information	Yes	Regulation 11 The Registration of Births Deaths and Marriages Regulations 1968	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To compile and maintain a central record of registration events	Certified copies of marriage registrations from superintendent registrars	Yes	S58 Marriage Act 1949	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	To report an offence or suspicion of an offence	Forged documents	Yes	Regulation 72(1)(b) of the Registration of Births and Deaths Regulations 1987 (births and deaths) Regulation 23(1) of the Registration of Marriage Regulations 2015 (marriages) Regulation 18 of the Civil Partnership (Registration Provisions) Regulations 2005 (civil partnerships)	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	Crime fighting	Suspicious applications for birth certificates,	Yes	Schedule 6 Immigration Act 2014	6 (e) public task

	purposes	benefit fraud, fraudulent documents etc.			The right to have personal data erased does not apply
<b>Other Government Departments</b>					
Department for Work and Pensions	In relation to its functions under the Contribution and Benefits Act and the Social Security Administration Act 1992	Death registration extracts via Tell Us Once  Via BD8 form	No  No	S125 Social Security Administration Act 1992 The Social Security (Notification of Deaths) Regulations 2012  Provision under review	Not applicable as not personal information  Not applicable as not personal information
	To support the Tell us Once birth service	Birth information from registrations and declarations	Yes	S19A Registration Service Act 1953	6 (e) public task  The right to have personal data erased does not apply
Department of Health and Social Care	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Death registrations due to vaccination (form 111)	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
Home Office (United Kingdom Visas and Immigration/Immigration and Enforcement)	HO Immigration enforcement action	Marriage and civil partnership notice information for those in scope of the referral and investigation scheme	Yes	S28H Marriage Act 1949 S12A Civil Partnership Act 2004	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer in relation to sham marriages	Yes	S24 Immigration and Asylum Act 1999	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer (S24A Sham CP)	Yes	S24A Immigration and Asylum Act 1999	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
	HO Immigration enforcement action	Information held by the registration officer (where registration officer suspects immigration offences e.g. overstayers, working illegally)	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
	HO Immigration enforcement action	Information held by the registration officer where request received	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
	HO	Supply nationality	Yes	Section 20A	6 (c) legal

	Immigration enforcement action	documents where it is suspected that an individual may be liable to removal from the United Kingdom and the document may facilitate the removal.		Immigration and Asylum Act 1999	obligation  The rights to object to processing of personal data or have personal data erased do not apply
<b>Local Authorities</b>					
Education department	For those education functions the LA is required to deliver	Birth and Death registrations	Yes	S564(3) Education Act 1996	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Council Tax Billing Authorities	For those functions set out in part 1 of the Government Finance Act 1992	Name and surname, date of death and usual address of deaths of over 18s	No	Para 13 Sch 2 Local Government Finance Act 1992 Reg 5 Council Tax (Administration and Enforcement) Regulations 1992	Not applicable as not personal data
Electoral Registration Officers	To maintain an accurate list of those entitled to be registered on the electoral register and qualifying addresses	Inspection, with authorisation to make copies, of records kept (in whatever form). Relates to marriages and deaths.	Yes	S53(3) Representation of the People Act 1983 Reg 35 Representation of the People (England and Wales) Regulations 2001	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Local Safeguarding Children Board	Functions as set out in s1(1) of the Children and Young Person Act 2008	Death registrations of under 18s	Yes, as contain informant's details	S31 Children and Young Persons Act 2008	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Fraud department	Crime fighting purposes	Offences relating to council tax benefit or housing benefit	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
Safeguarding Team	Child and adult protection	Suspected maltreatment of an adult or child	Yes	Schedule 6 Immigration Act 2014	6 (e) public task  The right to have personal data erased does not apply
<b>Others</b>					
Coroner	Investigations	Deaths falling into those categories set out in regulation 41 of Registration of Births and Deaths regulations 1987	Yes, as contain informant's details	Births and Deaths Registration Act 1953	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

National Health Service Commissioning Board, Clinical Commissioning Groups, local authorities (England)	To assist the delivery of those functions exercisable by the organisation in relation to the health service	Birth (including still birth) and Death registrations	Yes	S269(2) National Health Service Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
National Health Service Local Health Boards (Wales)	To assist the Local Health Boards in the performance of their functions in relation to the health service	Birth and Death registrations	Yes	S200(2) National Health Service (Wales) Act 2006	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Public pension payers	To assist government departments in the administration of pensions	Death registrations of public service pensioners (form 111)	Yes, as contain informant details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Pharmaceutical Council	Removal of names from the register	Death notifications (form 111) of registered pharmacists and registered pharmacy technicians	Yes, as contain informant's details	Pharmacy Order 2010	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
Law Society	Removal of names from the register	Death certificates of solicitors	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Optical Council	Removal of names from the register	Death certificates of opticians	Yes, as contain informant's details	S10(2) Opticians Act 1989	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
District Medical Officer (England). Chief Administrative Medical Officer (Wales)	Removal of names from the register	Death certificates of midwives	Yes, as contain informant's details	Provision under review	6 (e) public task  The right to have personal data erased does not apply
General Medical Council	Removal of names from the register	Death registrations of registered medical practitioners (form 111)	Yes, as contain informant's details	S30(6) Medical Act 1983	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply
General Dental Council	Removal of names from the register	Death registrations of dentists (form 111)	Yes, as contain informant's details	S23(1) Dentists Act 1984	6 (c) legal obligation  The rights to object to



					processing of personal data or have personal data erased do not apply
Royal College of Veterinary Surgeons	Removal of names from the register	Death registrations of veterinary surgeons (form 111)	Yes, as contain informant's details	S13(1) Veterinary Surgeons Act 1966	6 (c) legal obligation  The rights to object to processing of personal data or have personal data erased do not apply

\*A qualified informant is a person permitted in law to register a birth, death or still-birth

**Annex B**

**REPORT OF A SUSPICIOUS MARRIAGE OR CIVIL PARTNERSHIP /  
OVERSTAYER / ILLEGAL WORKER**

**E-mail:** [s24@homeoffice.gsi.gov.uk](mailto:s24@homeoffice.gsi.gov.uk)

**By Post:** Immigration Intelligence (S24), Home Office, Level 1 (Red Zone), The Capital Building, New Hall Place, Liverpool L3 9PP

Tick all that apply

I suspect this \*marriage / \*civil partnership has been arranged to evade statutory immigration controls.

I suspect that one or both of the parties to the \*marriage / \*civil partnership is an overstay.

I suspect that one or both of the parties to the \*marriage / \*civil partnership is an illegal worker.

\*delete as appropriate

<b>Details of the parties</b> <i>(for overstayers and illegal workers please complete box 1- 4 and 6-8 where possible)</i>	<b>Party 1</b>	<b>Party 2</b>
<b>1. Surname</b>		
<b>2. Forename(s)</b>		
<b>3. Date of birth</b>		
<b>4. Sex</b>		
<b>5. Condition</b>		
<b>6. Address</b>		
<b>7. Nationality</b>		
<b>8. Evidence of name, age, condition, and nationality produced</b>		

<b>Details of the *marriage / *civil partnership</b>			
<b>Date</b>		<b>Time</b>	
<b>Place</b>			

**REPORT OF SUSPICIOUS SHAM MARRIAGE / CIVIL PARTNERSHIP - S.24 / S.24A OF THE IMMIGRATION AND ASYLUM ACT 1999**

Reason for making the S.24 / 24A report	Tick if applies
<p><b>1. One person giving impression of knowing very little about the other person</b></p> <ul style="list-style-type: none"> <li>i. Either party referring to notes to answer questions or being unable to give full name or address of the other person</li> <li>ii. Very little/too much interaction between the couple</li> <li>iii. Couple unable to converse in same language</li> </ul> <p>Observations:</p>	<input type="checkbox"/>
<p><b>2. Arrangements</b></p> <ul style="list-style-type: none"> <li>i. Couple arrive separately but don't want to be interviewed separately</li> <li>ii. Couple specifically want to marry / enter CIVIL PARTNERSHIP quickly and want an early slot</li> <li>iii. One of the couple may have exceeded their period of permitted stay in the UK</li> <li>iv. Reluctance to provide evidence of name, age, condition or nationality</li> <li>v. Imbalance of wedding guests</li> <li>vi. Couple leave separately after the ceremony</li> </ul> <p>Observations:</p>	<input type="checkbox"/>
<p><b>3. Suspected use of a facilitator</b></p> <ul style="list-style-type: none"> <li>i. One of the couple is seen to receive payment for the marriage / CIVIL PARTNERSHIP</li> <li>ii. *Translator appears to be acting as a facilitator</li> <li>iii. *Witness(es) appear to be acting as facilitator</li> <li>iv. *Someone else acting as a facilitator</li> </ul> <p>* Include names, addresses and telephone numbers where possible.</p> <p>Observations:</p>	<input type="checkbox"/>

<p><b>4. Credible third person</b></p> <p>i. An allegation has been made by a credible third person, e.g. an immigration officer, police officer, etc. that this is a sham marriage / CIVIL PARTNERSHIP</p> <p>Detail of allegation:</p>	<input type="checkbox"/>
<p><b>5. Any other reason(s) / further comments</b></p> <p>i. visa about to expire</p> <p>ii. any other reasons</p>	<input type="checkbox"/>

**REPORT OF INDIVIDUAL(S) WHO HAVE EXCEEDED PERMITTED STAY IN THE UK - SCHEDULE 6 IMMIGRATION ACT 2014**

	Party 1	Party 2 (if applicable)
Date visa expired		
Usual address, if known		
Telephone details, if known		
Other evidence		

**REPORT OF ILLEGAL WORKER(S) - SCHEDULE 6 IMMIGRATION ACT 2014**

	Party 1	Party 2 (if applicable)
Evidence / other information		
Usual address, if known		
Telephone details, if known		

Signed	Date	
Name	Official Designation	
*Registration District *Registration Authority		

**NOT FOR DISCLOSURE BEYOND HOME OFFICE (IMMIGRATION) STRICTLY NO DISCLOSURE TO THE PUBLIC DOMAIN**

**Annex C**

**REPORT OF AN OVERSTAYER / ILLEGAL WORKER IDENTIFIED AT BIRTH OR DEATH REGISTRATION**

**Email:** [s24@homeoffice.gsi.gov.uk](mailto:s24@homeoffice.gsi.gov.uk)

**By Post:** Immigration Intelligence (S24), Home Office, Level 1 (Red Zone), The Capital Building, New Hall Place, Liverpool L3 9PP

Tick all that apply

I suspect that the individual named below is an overstayer.

I suspect that the individual named below is an illegal worker.

**This report is being made in relation to a \*birth / death** (*\*delete as appropriate*)

<b>Details of the individual</b> <i>(please complete where possible)</i>	<b>Individual 1</b>	<b>Individual 2</b> <i>(where applicable)</i>
<b>1. Surname</b>		
<b>2. Forename(s)</b>		
<b>3. Date of birth</b>		
<b>4. Sex</b>		
<b>5. Address</b>		
<b>6. Nationality</b>		
<b>7. Evidence of name, age, address and nationality produced</b> <i>(Please include details, eg. passport number, ID card number where possible)</i>		
<b>8. Relationship to child / deceased</b>		

**REPORT OF INDIVIDUAL(S) WHO HAVE EXCEEDED PERMITTED STAY IN THE  
UK - SCHEDULE 6 IMMIGRATION ACT 2014**

	<b>Individual 1</b>	<b>Individual 2 (if applicable)</b>
<b>Date visa expired and type of visa (if applicable)</b>		
<b>Usual address, if known</b>		
<b>Telephone details, if known</b>		
<b>Other evidence</b>		

**REPORT OF ILLEGAL WORKER(S) - SCHEDULE 6 IMMIGRATION ACT 2014**

	<b>Individual 1</b>	<b>Individual 2 (if applicable)</b>
<b>Evidence / other information</b>		
<b>Usual address of employment, if known, and any other details of employer (such as type of business, etc.)</b>		
<b>Job role undertaken by employee (the subject on whom the report is written)</b>		
<b>Telephone details, if known</b>		

<b>Signed</b>	<b>Date</b>	
<b>Name</b>	<b>Official Designation</b>	
*Registration District *Registration Authority		

**NOT FOR DISCLOSURE BEYOND HOME OFFICE (IMMIGRATION)  
STRICTLY NO DISCLOSURE TO THE PUBLIC DOMAIN**

Annex D

**REPORT OF A SUSPICION OF AN OFFENCE**

Send to: Relevant LA Authority Safeguarding, Housing Benefit or Council Tax Team according to local practices or GRO at GRO.FDU@gro.gsi.gov.uk via secure e-mail

		Tick box that applies
1. I suspect that an offence relating to council tax has been / may be being committed	Send to relevant LA	<input type="checkbox"/>
2. I suspect that an offence relating to housing benefit has been / may be being committed	Send to relevant LA	<input type="checkbox"/>
3. I suspect maltreatment of an adult or child	Send to relevant LA	<input type="checkbox"/>
4. Reports of other offences to central government eg child benefit	Send to GRO FDU	<input type="checkbox"/>

**REPORT MADE UNDER SCHEDULE 6 OF THE IMMIGRATION ACT 2014**

Person 1 Details - where known	
Name	
DOB	
Usual address	
Telephone number	

Person 2 Details - if applicable and where known	
Name	
DOB	
Usual address	
Telephone number	

Person 3 Details - if applicable and where known	
Name	
DOB	
Usual address	
Telephone number	

Reason for making report:
<p>Please provide as much information as possible, for example:</p> <p>What you observed and where</p> <p>What you heard or were told</p> <p>Any Information provided</p> <p>Documents seen</p>

<b>Signed</b>	<b>Date</b>	
<b>Name</b>	<b>Official designation</b>	
<b>Registration district /registration authority</b>		



**Annex E**

**REPORTING SUSPECTED FALSE / FORGED DOCUMENTATION**

Once complete please send by secure e-mail to: gro.fdu@gro.gsi.gov.uk or by post to the General Register Office, Room 105 Smedley Hydro, Trafalgar Road, Southport PR8 2HH

**Please enclose a copy of the suspected forged document, if possible, with this form and complete the information below.**

Details of the person presenting the document	
<b>Name</b>	
<b>Address</b>	
<b>Date</b>	

What action was being taken at the time?
<input type="checkbox"/> Taking a notice of marriage or civil partnership <input type="checkbox"/> Issuing a certificate / schedule for marriage or civil partnership <input type="checkbox"/> Registering a birth <input type="checkbox"/> Other (please explain below)

Reasons for making the report. Tick all that apply
<input type="checkbox"/> Document has been tampered with, e.g. photograph stuck over original photo <input type="checkbox"/> Information on the document has been manually altered in pen or information erased <input type="checkbox"/> On checking with the SR's Helpline they raise concern over the documentation provided <input type="checkbox"/> Advice received from GRO, Embassy or High Commission that the document isn't genuine <input type="checkbox"/> Credible third party advises the documents are not genuine, e.g. Immigration, Police etc <input type="checkbox"/> Other (please comment below)

What action did you take?
<input type="checkbox"/> Refused to take a notice of marriage or civil partnership <input type="checkbox"/> Refused to issue a certificate/Schedule for marriage or civil partnership <input type="checkbox"/> Raised a s24/24A report <input type="checkbox"/> Birth registered <input type="checkbox"/> Other action taken (please comment below)

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Official designation</b>	
<b>Registration district</b>			

**Please remember to enclose all the required documentation.**

## Annex F

### REPORT OF A SUSPICIOUS APPLICATION FOR A BIRTH CERTIFICATE

Once complete please send by secure e-mail to: [gro.fdu@gro.gsi.gov.uk](mailto:gro.fdu@gro.gsi.gov.uk) or by post to the General Register Office, Room 105, Smedley Hydro, Trafalgar Road, Southport PR8 2HH

**Please enclose a copy of the application form, a copy of the birth entry requested, a copy of the death entry if appropriate and a copy of the cheque or postal order submitted as payment.**

Application Details	
Name of applicant	
Address of applicant	
Date of application	

Certificate Details	
Name and date of birth	
Number and type of certificates requested	
Have any certificates been issued? Yes/No If Yes please give certificate numbers and date of issue	

Reasons for making the report. Tick all that apply
<input type="checkbox"/> The application is incomplete. No parents' names are shown or surnames only supplied.
<input type="checkbox"/> The exact place of birth is not supplied, just the district.
<input type="checkbox"/> The applicant is stated as a step-parent.
<input type="checkbox"/> The address is familiar and has been seen on other applications.
<input type="checkbox"/> Payment has been made by third party cheque or postal order.
<input type="checkbox"/> The cheque has been returned by the bank unpaid after issue of the certificate.
<input type="checkbox"/> A death entry has been identified.
<input type="checkbox"/> The reason for the application is stated as Government Act, Benefits or Private.
<input type="checkbox"/> The handwriting is similar to other applications received.
<input type="checkbox"/> 3 or more modern certificates ordered for unrelated individuals
<input type="checkbox"/> Certificate ordered for child 16/17 years of age and unrelated to applicant
<input type="checkbox"/> Certificate order requested from a London address to an LRS district outside of Greater London
<input type="checkbox"/> Applications made to Manchester / London Borough Register Offices for multiple copies of the same certificate (3 or more)
<input type="checkbox"/> Other (please explain)

**Any other comments**

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Official designation</b>	
<b>Registration district</b>			
<b>Contact email address</b>			

**Please remember to enclose all the required documentation.**



## Unavailability Chart

Month of:						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month of:						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month of:						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month of:						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<p>Codes for Police Non Availability:</p> <p>R= Rest Day; L= Leave; C= Course; N= Night Duty; S= Sickness; Other</p> <p>'O', 'C' and 'S' Codes – Give Full Details.....</p>	
<p>Disclosure description/information for inclusion on 6C's: i.e. PNB, Serial No., Page Nos., Date of Entry etc</p>	
Contact Point, If Different From Above:-	
Address:-	
Telephone Number:-	
STATEMENT TAKEN BY (Print Name)	
Station:-	

## Annex H

### Privacy Notice

This policy explains how the information we collect about you is used and your rights in relation to that information.

Personal information collected from you in order to register an event is required by law. The main legislation which governs the collection of registration information is the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership Act 2004. You may be legally obliged by these acts, and other pieces of legislation, to provide certain pieces of information. If you fail to provide information you are required to give us you may, amongst other things, be liable to a fine, or we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

Personal information may also be collected from you if you are make an application to this office, for example for a certificate or to correct information contained in a register entry.

The information you provide will be held and processed by registration officers for this registration district.

The superintendent registrar is a data controller for birth, marriage and death registrations and can be contacted at [ ].

The local authority is a data controller for civil partnership registrations and can be contacted at [ ].

The Registrar General for England and Wales is a joint data controller for birth, marriage, death and civil partnership registrations and can be contacted at the General Register Office, Trafalgar Road, Southport, PR8 2HH.

The Data Protection Officer is [add if applicable].

A copy of any register entry will be provided by this office in accordance with the law to any applicant, provided they supply enough information to identify the entry concerned and pay the appropriate fee. The copy may only be issued in the form of a paper certified copy (a "certificate"). An application for a certificate may also be made to the General Register Office.

Indexes for events registered at this office are publicly available in order to help members of the public identify the registration record they might need. Indexes are available [in what format] [Where the information contained within local indexes is available online it is done in a manner which is compliant with data protection and Human Rights legislation.]

A copy of the information collected by a registration officer will also be sent to the Registrar General for England and Wales so that a central record of all registrations can be maintained.

Registration information held at this office may be shared with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

We will only share information where there is a lawful basis to do so for the following reasons:

1. Statistical or research purposes
2. Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public
3. Fraud prevention or detection, immigration and passport purposes

Further information on data held by the registration service and a full list of the organisations with whom registration data is shared, the purpose and the lawful basis for sharing the data can be found at [include a link to Annex A if the notice is displayed on the website]. Alternatively, staff at this office will be able to provide the information.

You have the right to request access to the personal information we hold about you, to be informed about the collection and use of your personal information, for incorrect information to be corrected (where the law permits) and to request us to restrict the processing of your personal information. In certain circumstances you have the right to object to the processing of your personal information. Your information will not be subjected to automated decision-making.

Registration information is retained indefinitely as required by law. [need to add retention periods for other personal information retained.]

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact [add details].

You have the right to complain to the Information Commissioner's Office about the way we are handling your personal information. Details on how you can do this can be found at <https://ico.org.uk/>