

Congratulations on the birth of your baby. This leaflet aims to help you with the legal procedures at this happy time.

### When must I register my baby?

You need to register the birth of your baby within **42 days (6 weeks)**. This ideally needs to be at the Register Office in the registration district where your baby was born.

Registering a birth is free and takes around 20 minutes.

You need to book an appointment to register the birth.

### How do I make an appointment?

You can book an appointment online [www.milton-keynes.gov.uk/births](http://www.milton-keynes.gov.uk/births) or call **01908 372101** from 9am-5.15pm Monday to Friday. Have a credit or debit card to hand to pay for any birth certificates you purchase.

Ensure you arrive 5-10 minutes before your appointment as you may encounter a queue at reception. If you arrive late for your appointment we may need to re-schedule.

### Who can register my baby's birth?

If the biological parents were married to each other at the time of the birth then either parent can register the baby – so only one of you needs to attend.

If the parents are not married, the father's details can only be included on the register if:

- Both parents go together to register the birth.
- Either the father or mother can make a legal declaration in front of a solicitor confirming that they are the father/mother. Forms are on the gov.uk website. Bring the fully completed and signed form to the appointment
- Either parent has a court order, which they should bring to the appointment.

If you are not married to your baby's father, his details do not have to be included on the register.

If you are married to or in a civil partnership with a same sex partner, you may be able to register your partner as baby's second parent. Or if baby was conceived as a result of fertility treatment different regulations apply. Please visit our website and gov.uk for more details or call us as these are more complex matters.

You do not have to bring baby to the appointment.

### How do we obtain parental responsibility?

Mothers and biological parents who were married to each other at time of baby's birth automatically obtain parental responsibility. Unmarried fathers would need to either: attend to register baby with the mother;

later marry the mother and re-register the birth or obtain a court order to gain parental responsibility. Family Lives can provide further advice on 0808 800 2222.

### Can I register at another register office?

If it is difficult for you to visit our office, you can make a declaration appointment at any register office in England or Wales to give the details needed to register your baby. After the appointment you will need to telephone 01908 372101 to order and pay for any certificates you require. The register office you visit will post your declaration to us to enable us to register the birth and post any certificates to you.

### What documents do I need to take?

*You will need to bring:*

- Baby's red book or letter from the hospital with baby's NHS number
- Parents' passports or driving licences or birth certificates
- Documentation confirming any change of name, such as a deed poll/deed of name change (if applicable)
- Parents' marriage/civil partnership certificate (if married)
- A recent utility bill, bank statement or council tax bill
- Spelling of all baby's names (remembering any naming customs for passports)

### What happens at the appointment?

*You will be asked:*

- The date, sex and place of baby's birth (and time of birth for twins and triplets)
- Baby's given name(s) and surname
- The names, surnames and places and dates of birth of the parents and any other names by which they have been known
- The parents' occupations
- The mother's home address at the time of the birth
- The date of the parents' marriage, if applicable, and number of previous children
- If you would like to be contacted by the local Children and Family Centre

You will be asked to check the register information and sign to confirm that it is correct.

*It is your responsibility to make sure the information is correct before signing the register as this is a legal document. It is important that you thoroughly check all of the information paying careful attention to the spelling of names and places as well as dates. You will be required to pay a fee for any corrections, most of which will require the authority of the Registrar General*

#### What certificates will I get?

All certificates are paid for either at the time of booking your appointment or on the day. Full certificates are needed for all official purposes such as child benefit, passports and school. If you order copies later these will cost more.

#### What if I cannot speak or understand English?

If English is not your first language and you would like someone to help you register, you can ask a friend or relative to come to the appointment with you.

Please note partners cannot translate for each other.

#### What if we get married?

You have a legal duty to re-register any children you had together before the marriage. See our website for more details.

#### Is there a ceremony to welcome our new baby?

We can provide a naming ceremony for babies and young children as a way to welcome them into your family. This is a chargeable service and can be run at the Register Office or other licenced venues in Milton Keynes.

#### Things to remember:

- It's a legal requirement to register your baby's birth within 6 weeks
- Take all the required paperwork to the appointment
- Ensure you both attend the appointment if you are not married (and want father on the certificate)
- Decide on baby's names and spellings ahead of the appointment (remembering any naming customs for passports)
- Check the information carefully as corrections are costly and hard to make
- Order sufficient birth certificates for official purposes

If you would like more information on registering a birth please visit [gov.uk](http://gov.uk) or our website for further details.



[www.milton-keynes.gov.uk/registrars](http://www.milton-keynes.gov.uk/registrars)

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 Bletchley Milton Keynes MK2 2BE  
 T 01908 372101  
 E [registrars@milton-keynes.gov.uk](mailto:registrars@milton-keynes.gov.uk)

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