To Register a Birth or Birth Declaration

* A birth is always registered where it happened so if you have a baby within the county of Conwy the birth will be registered with us.
* If it’s not convenient for your to attend the register office in the county where your baby is born you can attend any other office across England and Wales
* You have 42 days to attend the office.
* You will need to make an appointment
* If the parents are married to each other at the time of the birth then only one of them needs to attend as only one of them will sign.
* If unmarried then both parents must attend if both of their details are to be recorded as they will both need to sign.
* It’s helpful if you bring ID
* The registrar will ask some questions and record the information onto the system.
* A draft will be printed for you to check the information.
* When registering a birth, the legal record will be printed so that it can be signed
* There will be the option to purchase birth certificates at the appointment.
* Short and full certificates are both £11 each and the registrar will issue them there and then.
* For a birth declaration this will be issued for you to check and sign and then it will be sent along to the register office registering the birth.
* You will need to contact that register office to make a payment for any certificates you require
* Once they have registered they will send you the certificates requested.
* Please note the birth is not registered until it arrives at the register office of where the birth happened and you won’t receive certificates until this has been done.