



CIVIL REGISTRATION ACT 1984

REGISTRATION OF BIRTHS AND DEATHS REGULATIONS 2011

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CIVIL REGISTRATION ACT 1984



REGISTRATION OF BIRTHS AND DEATHS REGULATIONS 2011

Coming into operation

1st August 2011

The Clerk of the Rolls makes these Regulations under section 43 of the Civil Registration Act 1984¹.

PART 1

INTRODUCTORY

1. Title

The title of these Regulations is the Registration of Births and Deaths Regulations 2011.

2. Commencement

These Regulations come into operation on 1st August 2011.

3. Interpretation

(1) In these Regulations —

"the Act" means the Civil Registration Act 1984;

"approved form" means a form approved by the Chief Registrar for the purpose for which it is used;

"certificate of cause of death" means a certificate required to be signed by a medical practitioner pursuant to section 24(1) of the Act;

"coroner" means a coroner of inquests;

¹ 1984 c .12

"entry" means a record of the particulars relating to a live-birth, still-birth or death completed by the registrar in the appropriate spaces in form 1, 5 or 9;

"full name and qualification", in relation to a registered medical practitioner who has issued a certificate of cause of death, means his full name as stated on the certificate and his registered professional qualification.

"inquest" includes an inquest which has been adjourned under section 13(1) of the Coroners of Inquests Act 1987² (whether or not the inquest is subsequently resumed);

"maiden surname" means the surname with which a woman entered into her first marriage or civil partnership, and, where a woman has entered into a civil partnership and marriage, it means the surname with which she entered the first of these ceremonies;

"registrar" means a registrar of births or a registrar of deaths, as the case may require.

- (2) In these Regulations —
- (a) any reference to a numbered form is to the form bearing that number in Schedule 1, and
 - (b) any reference to a numbered space on a form is to the space bearing that number on that form.
- (3) Where a still-born child is found exposed or a dead body is found, any reference in these Regulations to —
- (a) the date of the still-birth or of the death of the deceased person, is to be construed as a reference to the date on which the still-born child or the deceased was found;
 - (b) the place where the still-birth or death occurred is, if the place is unknown, to be construed as a reference to the place where the still-born child or the deceased was found.

PART 2

REGISTRATION — GENERAL

4. Preparation of draft particulars

- (1) Before commencing registration of a birth or death whether or not in the presence of a qualified informant, the registrar shall, except where

² 1987 c.6

paragraph (2) applies, prepare a draft of the particulars to be entered in the register, either —

- (a) on an approved form; or
 - (b) if he has a computer, on that computer.
- (2) Before a qualified informant makes a declaration under regulation 12 or 13, the registrar shall prepare a draft of the particulars to be entered in the register, either —
- (a) on an approved form; or
 - (b) if he has a computer, on that computer.
- (3) Having prepared a draft of the particulars in accordance with paragraph (1) or (2), where the informant is present the registrar shall show or read them to him and shall correct any error or omission.

5. Absence of particulars

Where during the registration of a birth or death it appears to the registrar that he cannot enter the particulars required in any space on the appropriate form, other than space 17 on form 1, he shall, subject to any other provision of these Regulations, enter a line through that space before the informant is called upon to certify the entry.

6. Signature by mark or in foreign characters

Where—

- (a) under any provision of these Regulations a person is required to sign a register, declaration or statement in the presence of a registrar;
- (b) that person makes a mark or signs in characters other than those used in the English language,

the registrar shall write against the mark or signature the words "The [mark] [signature] of ...", inserting the full name of the person.

7. Registration in more than one place

- (1) A registrar shall not register a birth or death which has already been registered except —
- (a) in accordance with regulation 34, 43 or 45(4); or
 - (b) where the Chief Registrar gives his authority.
- (2) Where it appears to a registrar that a birth or death has nevertheless been registered more than once—

- (a) if there is no material difference in the particulars recorded, he shall write in the margin of every entry but the original the words —
- "Inadvertently re-registered. For correct entry see No ... Register No ...",
- inserting the number of the original entry and the number of the register in which it is recorded;
- (b) if there is any material difference, he shall report the matter to the Chief Registrar and shall make such note in the margins of all or any of the entries as the Chief Registrar may authorise.
- (3) Where a birth or death is re-registered on the authority of the Chief Registrar, the registrar making the new entry and the registrar having custody of the register in which the original entry was made shall make such notes, if any, in the margin of the respective entries as the Chief Registrar may authorise.

PART 3

REGISTRATION OF LIVE BIRTHS

8. Particulars to be registered and form of register

- (1) The particulars concerning a live-birth required to be registered pursuant to section 3(1) of the Act shall, subject to the provisions of these Regulations, be those required in spaces 1 to 13 in form 1.
- (2) The particulars concerning the birth of a living new-born child found exposed which are required to be registered pursuant to section 3(2) of the Act shall be those required in spaces 1 (omitting the place of birth), 2, 3, 11, 12 and 13 in form 1.
- (3) Form 1 shall be the prescribed form for registration of live births for the purpose of section 7 of the Act.
- (4) Except as otherwise provided in these Regulations the particulars to be recorded in respect of the mother or father of a child shall be those appropriate as at the date of its birth.

9. Declaration by parent for registration of birth

Form 2 is the prescribed form of the declaration to be made under the Act by—

- (a) the mother under section 12(1)(b)(i) of the Act;
- (b) the father under section 12(1)(c)(i) of the Act; or

(c) the mother or father under section 12(1)(d)(ii) or (e)(ii) of the Act.

10. Entry of particulars on registration within 3 months from date of birth

- (1) Where a registrar receives from any qualified informant before the expiration of 3 months from the date of the birth of a child information of the particulars required by regulation 8(1) he shall forthwith register the birth and the particulars, if not previously registered, in the presence of the informant on form 1, entering the particulars required in spaces 1 to 13 in accordance, where applicable, with the following provisions of this regulation.
- (2) With respect to space 1 (date and place of birth), if more than one living child is born at the confinement the registrar shall after the date of birth enter the time of birth.
- (3) With respect to space 2 (name)—
 - (a) if a forename is not given, the registrar shall enter only the surname, preceded by a horizontal line;
 - (b) the surname to be entered shall be the surname by which at the date of the registration of the birth it is intended that the child shall be known.
- (4) With respect to space 4 (father's name)—
 - (a) if, other than in a case to which sub-paragraph (b) applies, the father acquired after the child's birth a name or surname different from his name at the date of the birth, the registrar shall enter in space 4 the full name as at the date of birth followed by the full name as at the date of registration preceded by the word 'now' or, if the father has died, by the word "afterwards";
 - (b) in the case of a request made under section 12(1)(d) or (e) of the Act and upon production of a declaration in form 2, the registrar shall enter in space 4 of form 1, the full name of the father or putative father as recorded either in the parental responsibility agreement mentioned in section 12(1)(d) or the order mentioned in section 12(1)(e).
- (6) With respect to spaces 5 and 6 (father's place of birth and occupation)—
 - (a) in a case to which section 12(1) of the Act applies, the registrar shall not complete spaces 5 and 6 unless the full name of the father of the child has been entered in space 4 pursuant to that section;

- (b) if the father was deceased at the date of the birth the registrar shall enter in space 6 the word 'deceased';
 - (c) if the father has changed his occupation since the birth of the child, the registrar shall in space 6, after the occupation as at the date of the birth, enter his occupation as at the date of registration, preceded by the word 'now'.
- (7) With respect to space 7 (mother's full name), if after the birth of the child the mother acquired a name different from that borne by her at the date of the birth, the registrar shall enter the full name as at the date of the birth, followed by the full name as at the date of registration preceded by the word "now" or, if the mother has died, by the word "afterwards".
- (8) With respect to space 8b (mother's occupation) if the mother has changed her occupation since the birth of the child, the registrar shall in space 8b after the occupation as at the date of the birth enter the occupation as at the date of registration preceded by the word "now".
- (9) With respect to space 9(b) (mother's surname at marriage if different from maiden surname) the surname to be entered shall be that in which the mother contracted her marriage to the father.
- (10) For space 13 (informant's usual address)—
- (a) the address required is the address at registration of the birth;
 - (b) if under section 12(1)(a) of the Act an entry of the father has been made, the registrar shall enter the father's address followed by the mother's address if different;
 - (c) except as provided by sub-paragraph (b), the registrar shall not enter the address of the informant if that address is the same as the mother's usual address.
- (11) After completing spaces 1 to 13 of the entry the registrar shall call upon the informant to verify the particulars entered.
- (12) If any error has been made in those particulars, the registrar, in the presence of the informant, shall, where the entry is being completed in manuscript, make the correction in accordance with regulation 52.

11. Completion of registration

- (1) When spaces 1 to 13 of form 1 have been completed and verified the registrar shall call upon the following persons to sign the entry in space 14 of the form —
- (a) subject to sub-paragraph (b), the informant;

- (b) where an entry has been made under section 12(1) of the Act—
 - (i) if made pursuant to section 12(1)(a), the person acknowledging himself to be the father, and then the mother,
 - (ii) if made pursuant to section 12(1)(b), the mother, in which case the registrar shall add after her signature the words "Statutory declaration made by ... on ...", inserting the full name of the person acknowledging himself to be the father and the date on which the statutory declaration was made by him,
 - (iii) if made pursuant to section 12(1)(c), the person stating himself to be the father of the child, in which case the registrar shall add after his signature the words "Statutory declaration made by ... on ...", inserting the full name of the mother and the date on which the statutory declaration was made by her,
 - (iv) if made pursuant to section 12(1)(d), the person making the request, in which case the registrar shall add after his signature the words "Pursuant to section 12(1)(d) of the Civil Registration Act 1984",
 - (v) if made pursuant to section 12(1)(e), the person making the request, in which case the registrar shall add after his signature the words "Pursuant to section 12(1)(e) of the Civil Registration Act 1984",
- (2) The registrar shall then enter in space 15 the date on which the entry is made and shall sign the entry in space 16, adding his official description.

12. Registration between 3 and 12 months from date of birth

- (1) Where a qualified informant attends before a registrar pursuant to section 8(1)(a) of the Act for the purpose of the registration of a live-birth which occurred more than 3 months but not more than 12 months previously, the registrar shall—
 - (a) enter in the declaration under section 8(1)(b) of the Act the particulars required to be registered concerning the birth, on an approved form for the purpose;
 - (b) show or read the declaration to the informant and correct any error or omission, requiring the informant to initial any amendment if the declaration is prepared in manuscript, and then to sign the declaration; and
 - (c) attest it himself.

- (2) Where it appears to the registrar that the particulars contained in the draft entry or declaration are in any material respect not proper to be registered —
 - (a) the registrar shall, in the presence of the informant, amend any error by striking out any incorrect particulars and inserting the correct particulars;
 - (b) the correction to the declaration shall be initialled by the informant.
- (3) On receiving the declaration the registrar shall, subject to paragraph (2), forthwith register the birth in the presence of the informant in accordance with section 8(2) of the Act.

13. Registration after 12 months from date of birth

- (1) Where a registrar is informed that a live birth which occurred more than 12 months previously has not been registered, he shall make a report to the Chief Registrar stating, to the best of his knowledge and belief—
 - (a) the particulars required to be registered concerning the birth;
 - (b) the source of his information; and
 - (c) the full name and address of any qualified informant available to give information for the registration.
- (2) On being satisfied that the Chief Registrar has issued his written authority to the registrar for the registration of the birth, the registrar shall require a qualified informant to make and sign in his presence a declaration of the particulars to be registered concerning the birth.
- (3) On registering the birth under this regulation the registrar shall enter in space 15 the words "On the authority of the Chief Registrar".

14. Alteration or giving of name after registration

- (1) The form of the certificate pursuant to section 16(1) of the Act, as to the alteration of or giving of a name to a child before the expiration of 12 months from the date of the registration of its birth, shall be—
 - (a) where the name was altered or given in baptism, form 3;
 - (b) where the name was altered or given otherwise than in baptism, form 4.
- (2) Upon delivery to him of a certificate duly signed in accordance with section 16(1), the registrar having custody of the register in which the birth is entered shall (in pursuance of section 16(1)) enter in space 17 of

the entry the name shown in the certificate, followed by the surname recorded in space 2 of the entry and—

- (a) if the entry is made on production of a certificate in form 3, he shall add the words "by baptism on...", inserting the date on which the child was baptised;
- (b) if the entry is made on production of a certificate in form 4, he shall add the words "on certificate of naming dated...", inserting the date on which the certificate was signed.

PART 4

RE-REGISTRATION OF BIRTHS OF NON-MARITAL CHILDREN

15. Declaration by parent for re-registration of birth

Form 2 shall be the prescribed form of the declaration to be made by —

- (a) the mother under section 13(1)(b)(i) of the Act;
- (b) the father under section 13(1)(c)(i) of the Act; or
- (c) the mother or father under section 13(1)(d)(ii) or (e)(ii) of the Act.

16. Re-registration of birth

- (1) The registrar shall re-register a birth pursuant to section 13 of the Act in accordance with the following provisions of this regulation.
- (2) Where the mother and father attend together before the registrar, before the expiration of 3 months from the date of the birth, to give information for the re-registration of the birth, the registrar shall—
 - (a) ascertain from the mother and father the particulars to be registered concerning the birth, and enter them in spaces 1 to 13 on form 1;
 - (b) in the presence of the mother and father and in accordance with the authority of the Chief Registrar call upon the mother and father to verify the particulars entered, and to sign the entry in space 14;
 - (c) enter in space 15 the date on which the entry is made, adding the words "On the authority of the Chief Registrar"; and
 - (d) sign the entry in space 16 and add his official description.
- (3) Where the mother or father attends separately before the registrar before the expiration of 3 months from the date of the birth to give information for the re-registration of the birth, the registrar shall—

- (a) ascertain from the mother or father the particulars to be registered concerning the birth and enter them in spaces 1 to 13 on form 1 in her or his presence and in accordance with the authority of the Chief Registrar;
- (b) call upon the mother or father to verify the particulars entered and to sign the entry in space 14 and after the signature—
 - (i) where section 13(1)(b) applies, add the words "Statutory declaration made by on", inserting the full name of the person acknowledging himself to be the father and the date on which the statutory declaration was made by him,
 - (ii) where section 13(1)(c) applies, add the words "Statutory declaration made by on", inserting the full name of the mother and the date on which the statutory declaration was made by her,
 - (iii) where section 13(1)(d) applies, add the words "Pursuant to section 13(1)(d) of the Civil Registration Act 1984",
 - (iv) where section 13(1)(e) applies, add the words "Pursuant to section 13(1)(e) of the Civil Registration Act 1984";
- (c) enter in space 15 the date on which the entry is made, adding the words "On the authority of the Chief Registrar"; and
- (d) sign the entry in space 16 and add his official description.

17. Noting of previous entry

Where the Chief Registrar has directed that there shall be a re-registration in accordance with this Part, the registrar shall, when so directed by the Chief Registrar, enter a note in the margin of the entry of the register in which the birth was previously registered with the following words—

"Re-registered under section 13 of the Civil Registration Act 1984 on ..." inserting the date of the re-registration.

PART 5

RE-REGISTRATION OF BIRTHS OF LEGITIMATED PERSONS

18. Attendance and particulars on re-registration

Where under section 17(1) of the Act the Chief Registrar authorises the re-registration of the birth of a legitimated person—

- (a) except where regulation 20 or 22 applies, and subject to section 17(4) of the Act (personal attendance as required by the Chief

Registrar), the father or mother of the legitimated person shall attend personally at the office of a registrar for re-registration of the birth within such time as the Chief Registrar may direct;

- (b) regulation 8(3) shall apply as to the particulars to be recorded in respect of the parents except that—
 - (i) in spaces 6 and 8b of form 1, the occupations of the father and mother respectively need not be recorded as at both the date of birth and the date of the entry,
 - (ii) in space 7 of form 1, the surname to be recorded in respect of the mother of the child shall be her surname immediately after her marriage to the father, and
 - (iii) in space 9 of form 1, the surname (if any) to be entered shall be that in which the mother contracted her most recent marriage before re-registration.

19. Re-registration where parent attends

Where the father or mother attends personally at the office of a registrar for re-registration, the registrar shall –

- (a) ascertain from him or her the particulars to be registered concerning the birth and enter them in spaces 1 to 13 of form 1 in his or her presence and in accordance with the authority of the Chief Registrar;
- (b) call upon the father or mother to verify the particulars as entered and to sign the entry in space 14;
- (c) enter in space 15 of form 1 the date on which the entry is made and add the words "On the authority of the Chief Registrar";
- (d) sign the entry in space 16 of form 1 and add his official description.

20. Making of declaration where parent does not attend

- (1) Instead of attending personally at the office of a registrar, a parent may verify the particulars required on re-registration in accordance with the following provisions of this regulation, provided that if he or she is not in the Island, he or she has obtained the written consent of the Chief Registrar.
- (2) A parent who is in the Island may verify the particulars by making and signing before any registrar a declaration of the particulars on an approved form.
- (3) Any such declaration shall be attested by the registrar.

- (4) A parent who is not in the Island may verify the particulars by making and signing before a relevant authority, and sending to the Chief Registrar, a declaration of the particulars on an approved form.
- (5) In paragraph (4) "relevant authority" means—
 - (a) in the case of a parent who is in —
 - (i) the United Kingdom,
 - (ii) any of the Channel Islands,
 - (iii) any other part of the Commonwealth outside the British Islands, or
 - (iv) the Republic of Ireland,a notary public and any other person who, in the place where the declaration is made, is authorised to administer oaths;
 - (b) in the case of a parent to whom sub-paragraph (a) above does not apply (and who is outside the Island), one of Her Majesty's consular officers, a notary public and any other person who, in the place where the declaration is made, is authorised to administer oaths, but so that a declaration made otherwise than before a consular officer shall be authenticated by such an officer if the Chief Registrar so requires;
 - (c) in the case of a parent who is a member of Her Majesty's Forces and who is not in the Island or the United Kingdom, any officer who holds a rank of Lieutenant-Commander, Major or Squadron-Leader or above.

21. Re-registration in pursuance of declaration

On receiving the Chief Registrar's authority to re-register a birth together with his consent as to verification and the declaration made for the purposes of regulation 20, the registrar shall—

- (a) copy the particulars recorded in the spaces of the declaration into the corresponding spaces of form 1;
- (b) enter in space 12 of form 1 the qualification of the informant as "father" or "mother", as the case may be;
- (c) enter in space 14 of form 1 the name of the declarant in the form in which he signed the declaration and add the words "by declaration dated", inserting the date on which the declaration was made and signed;
- (d) complete the entry as provided in regulation 19(c) and (d).

22. Re-registration where particulars not verified by parent

Where, in a case to which any of the exceptions in section 17(2) of the Act applies, the Chief Registrar authorises a registrar to re-register the birth of a legitimated person even though the particulars to be registered have not been verified by either parent, the registrar shall–

- (a) copy the particulars recorded in the spaces of the authority into the corresponding spaces of form 1;
- (b) enter in space 14 the words "On the authority of the Chief Registrar" without any further entry in that space;
- (c) enter in space 15 the date on which the entry is made and sign the entry in space 16, adding his official description.

23. Noting of previous entry

Where the birth of a legitimated person is re-registered in accordance with regulation 19, 21 or 22, the registrar having custody of the register in which the birth was previously registered shall, when so directed by the Chief Registrar, note in the margin of the previous entry the words "Re-registered under section 17 of the Civil Registration Act 1984, on", inserting the date of the re-registration.

24. Certified copies of re-registered entries

Where an application is made to a registrar for a certified copy of the entry of the birth of a legitimated person whose birth has been re-registered in a register in his custody–

- (a) he shall supply a certified copy of the entry of re-registration;
- (b) a certified copy of the superseded entry shall not be supplied except with the authority of the Chief Registrar.

25. Particulars on re-registration

Where under section 17A of the Act the Chief Registrar authorises a registrar to re-register a birth, the registrar shall–

- (a) copy the particulars recorded in the spaces of the authority into spaces 1 to 10 of form 1;
- (b) enter across such of spaces 11 to 14 as are needed for the purpose the words "Pursuant to section 17A of the Civil Registration Act 1984 on the authority of the Chief Registrar";
- (c) draw a line through any unused space; and
- (d) enter in space 15 the date on which the entry is made and sign the entry in space 16, adding his official description.

26. Noting of previous entry

Where a birth is re-registered in accordance with regulation 25, the registrar having custody of the register in which the birth was previously registered shall, when so directed by the Chief Registrar, note the margin of the previous entry with the words "Re-registered under section 17A of the Civil Registration Act 1984, on ...", inserting the date of the re-registration.

PART 6

BIRTH ENTRIES OF ADOPTED CHILDREN

27. Marking of birth entry of adopted child

- (1) When so directed by the Chief Registrar acting pursuant to the Adoption Act 1984³ the registrar having custody of the register in which the birth of an adopted child was registered shall—
 - (a) mark the entry specified in the direction with the words "Adopted" or "Re-adopted" or the words "Proposed foreign adoption or "Proposed foreign re-adoption", as the case may be, followed immediately, where the direction so specifies, by the name, in brackets, of the country in which the adoption order was made;
 - (b) strike through any marking as to adoption in the margin of the entry specified in the direction and underneath write, as may be specified in the direction, the words "Adoption order quashed", "Adoption order revoked", "Appeal against adoption order allowed" or "Direction for the marking of this entry revoked"; and
 - (c) make and send to the Chief Registrar a certified copy of the entry showing the marking.
- (2) After marking the entry or striking through the marking (as the case may be), the registrar shall add his signature and official description.

28. Reproduction of marking in certified copy

Where—

- (a) a certified copy of an entry of birth relating to an adopted person is given pursuant to section 35 or 36 of the Act;
- (b) the entry has been marked pursuant to regulation 27(1)(a); and
- (c) the marking has not been struck through pursuant to regulation 27(1)(b),

³ 1984 c.14

the certified copy shall include a copy of the marking.

PART 7

REGISTRATION OF STILL-BIRTHS

29. Particulars to be registered and form of register

- (1) The particulars concerning a still-birth required to be registered pursuant to section 3(1) of the Act shall, subject to the provisions of this Part, be those required in spaces 1 to 13 in form 5.
- (2) Form 5 shall be the prescribed form for registration of still-births for the purposes of section 7 of the Act.

30. Certificate and declaration in connection with registration

- (1) Form 6 is the prescribed form of the certificate to be signed, pursuant to section 14(1)(a) of the Act, by a registered medical practitioner or a registered midwife for delivery by the qualified informant to the registrar.
- (2) Form 7 is the prescribed form of the declaration to be made by a qualified informant, pursuant to section 14(1)(b) of the Act, where no certificate is obtained.

31. Reference to coroner

Where a registrar is given information of an alleged still-birth and has reason to believe that the child was born alive, he shall report the matter to the coroner on an approved form.

32. Registration where no reference to coroner

- (1) In the case of a still-birth in respect of which –
 - (a) a certificate in form 6 has been delivered to a registrar;
 - (b) a report has not been, and is not required to be, made to the coroner; and
 - (c) before the expiration of 3 months from the date of the still-birth the registrar receives personally from a qualified informant information of the particulars required to be registered concerning the birth,

the registrar shall forthwith register the birth and the particulars, if not previously registered, in the presence of the informant on form 5, entering the particulars required in spaces 1 to 13.

- (2) Regulations 8(3), 10 and 11 shall apply to the completion of form 5 as they apply to the completion of form 1 but with any necessary modifications, in particular the following–
- (a) in space 1a, where a still-born child is found exposed and the date and place of the still-birth are unknown the registrar shall enter the words "Found...on...", inserting the relevant place and date,
 - (b) in space 1(b) any forename and surname given by the informant in respect of the child;
 - (c) in space 2–
 - (i) where a certificate in form 6 has been produced, the registrar shall enter the cause of death precisely as stated in the certificate, followed by the words "Certified by..." and the full name and qualification of the registered medical practitioner or, as the case may be, the full name of the midwife and the words "Registered Midwife",
 - (ii) where a declaration in form 7 has been produced, the registrar shall enter the words "Declaration by informant",and, except where head (ii) applies, the informant shall not be required to verify the particulars entered in space 2.

33. Registration on coroner's notification where no inquest is held

- (1) Where, before the expiration of 3 months from the date of a still-birth which has not already been registered, a registrar receives from a coroner notification that he does not intend to hold an inquest, the registrar shall, subject to paragraphs (2) and (3), take such action as may be required to register the still-birth and the particulars on form 5 in the presence of a qualified informant, entering the particulars required in spaces 1 to 13 in accordance with regulation 32(2).
- (2) Where the coroner–
- (a) certifies in his notification that an examination made by his direction has disclosed that the child was still-born or that there was not sufficient evidence to show that the child was born alive; and
 - (b) delivers to the registrar a certificate showing the result of the examination,

the registrar shall enter in space 2 of form 5 the cause of death precisely as stated in the certificate, followed by the words "Certified by ...after post-mortem held by direction of ...", inserting respectively the full name and qualification of the registered medical practitioner who

made the examination and the full name and description of the coroner.

- (3) A still-birth shall not be registered under this regulation after the expiration of 3 months from its date.

34. Registration on coroner's certificate after inquest

- (1) Where, before the expiration of 3 months from the date of a still-birth, a registrar receives a coroner's certificate after inquest from which it appears that the child was still-born or that there was not sufficient evidence to show that the child was born alive, the registrar shall forthwith register the still-birth and the particulars (whether or not already registered) on form 5 as follows—
 - (a) in spaces 1a, 1b and 3 to 10, he shall enter, precisely as stated in the coroner's certificate, the particulars contained in the certificate as the particulars to be entered in the respective spaces;
 - (b) in space 2, he shall enter the cause of death precisely as stated in the coroner's certificate followed by the words "Certificate after inquest held on...", inserting the date of the inquest as stated in the certificate;
 - (c) in spaces 11 and 12 together, he shall enter the full name and description of the coroner;
 - (d) he shall draw a line through spaces 13 and 14;
 - (e) in space 15, he shall enter the date on which the entry is made;
 - (f) in space 16 he shall sign the entry and add his official description.
- (2) Where a registrar receives a coroner's certificate as mentioned in paragraph (1), section 7 of the Act shall apply with the modification that on receiving the certificate the registrar shall forthwith register the still-birth in the manner specified in paragraph (1) and, if it has already been registered, without any alteration of the original entry.

35. Noting of previous entry after coroner's certificate after inquest

Where, in any case to which regulation 34 applies, the registrar ascertains that an entry in respect of the child has previously been made in any register of live-births, still-births or deaths he shall, after registering the still-birth in accordance with that regulation—

- (a) if the previous entry is in a still-birth register in his custody, write in the margin of the previous entry the words "Re-registered on coroner's certificate at entry No...", inserting the number of the new entry;

- (b) if the previous entry is in a live-birth or death register in his custody, write in the margin of the previous entry the words "This entry relates to a still-birth and is registered at entry No....in the still-birth register No....", inserting the numbers of the new entry and of the register;
- (c) if the previous entry is in a live-birth or death register in the custody of the Chief Registrar, send to the Chief Registrar a copy of the new entry together with particulars of the previous entry.

PART 8

DISPOSAL OF BODIES OF STILL-BORN CHILDREN

36. Certificates for disposal

- (1) The form of the certificate of a registrar to be given under section 14(2) of the Act (preliminaries to disposal of body) that he has registered a still-birth shall be form 8.
- (2) The certificate of a registrar under section 14(2) of the Act that he has received notice of a still-birth shall be given on an approved form, but a certificate shall not be given except for the purpose of burial in a burial ground in the Island, and then only–
 - (a) where the case is one which is not required to be reported to the coroner; or
 - (b) where the case has been reported to the coroner and the registrar has been informed by the coroner that he has completed any investigation which he intends to make and has not issued any order authorising the disposal of the body.

PART 9

REGISTRATION OF DEATHS

37. Particulars to be registered

- (1) The particulars concerning a death required to be registered pursuant to section 18(1) of the Act shall, subject to the provisions of this Part, be those required in spaces 1 to 7 and 9 in form 9.
- (2) Form 9 shall be the prescribed form for registration of deaths for the purpose of section 22 of the Act (registration of deaths).

38. Certificate of cause of death

The form of a certificate of cause of death required to be signed by a registered medical practitioner pursuant to section 24(1) of the Act shall be —

- (a) except in the case of a child who dies within 28 days of birth, form 10,
- (b) in the case of such a child, form 11.

39. Reference to coroner

- (1) Where a registrar is informed of the death of any person he shall, subject to paragraph (2), report the death to the coroner on an approved form if the death is one —
 - (a) in respect of which the deceased was not attended during his last illness by a registered medical practitioner; or
 - (b) in respect of which the registrar—
 - (i) has been unable to obtain a duly completed certificate of cause of death, or
 - (ii) has received such a certificate with respect to which it appears to him, from the particulars contained in the certificate or otherwise, that the deceased was not seen by the certifying medical practitioner either after death or within 14 days before death; or
 - (c) the cause of which appears to be unknown; or
 - (d) which the registrar has reason to believe to have been unnatural or to have been caused by violence or neglect or by abortion or to have been attended by suspicious circumstances; or
 - (e) which appears to the registrar to have occurred during an operation or before recovery from the effect of an anaesthetic; or
 - (f) which appears to the registrar from the contents of any medical certificate of cause of death to have been due to industrial disease or industrial poisoning.
- (2) Where a registrar has reason to believe, with respect to any death of which he is informed or in respect of which a certificate of cause of death has been delivered to him, that the circumstances of the death were such that it is the duty of some person or authority other than himself to report the death to the coroner, he shall either satisfy himself that it has been reported or report it himself.
- (3) The registrar shall not register any death —

- (a) which he has himself reported to the coroner;
 - (b) which to his knowledge it is the duty of any other person or authority to report to the coroner; or
 - (c) which to his knowledge has been reported to the coroner,
- until he has received either a coroner's certificate after inquest or a notification from the coroner that he does not intend to hold an inquest.

40. Registration within 12 months from date of death where no report to coroner

(1) Where –

- (a) a certificate of cause of death has been delivered to a registrar;
- (b) the death is not one which has been, or is required to be, reported to the coroner; and
- (c) before the expiration of 12 months from the date of death the registrar receives personally from any qualified informant information of the particulars required to be registered concerning the person's death,

the registrar shall forthwith register the death and the particulars, if not previously registered, in the presence of the informant on form 9, entering the particulars required in spaces 1 to 7 and 9 in accordance, where applicable, with the following provisions of this regulation.

(2) In space 1 (date and place of death)–

- (a) where a child lived for less than 24 hours, the registrar shall enter after the date of the child's death the word "Aged...", inserting the age in completed hours or, if less than one hour, in minutes;
- (b) where the date, but not the place, of death is known, the registrar shall enter the date of death followed by the words "Found dead...", inserting the place where the body was found;
- (c) where the place, but not the date, of death is known the registrar shall enter the words "On or about...", inserting the date on which the body was found followed by the place of death;
- (d) where both the date and place of death are unknown, the registrar shall enter the words "Deceased found on...", inserting the date on which the body was found followed by the place where it was found.

(3) In space 6 (occupation and usual address of deceased person)–

- (a) where the deceased was a child under the age of 16 years, the registrar shall enter the words "[son] [daughter] of...", inserting the full name and occupation of the father, if that information is given, and the full name and occupation of the mother preceded (where appropriate) by the word "and", but if–
 - (i) the full names of both parents are to be entered and the surname of the mother is different from that of the father, and
 - (ii) it is within the knowledge of the informant that the mother was known by the surname of the father at any time during the lifetime of the child,

the registrar shall enter in respect of the mother that surname followed by her full name as at the death of the child preceded by the word "now" or, if the mother is deceased, the full name as at her death preceded by the word "afterwards";
 - (b) where the deceased was a married woman or widow, the registrar shall, after her occupation enter the words "[Wife] [Widow] of...", inserting the full name and occupation of her husband or deceased husband;
 - (c) where the deceased was a married man or widower, the registrar shall, after his occupation enter the words "[Husband] [Widower] of...", inserting the full name and occupation of his wife or deceased wife;
 - (d) where the deceased was a civil partner or surviving civil partner, the registrar shall, after his occupation enter the words "[Civil partner] [Surviving civil partner] of...", inserting the full name and occupation of his or her civil partner or deceased civil partner;
 - (e) the full name and occupation of an adoptive parent or adoptive parents shall also be entered in space 6.
- (4) In space 9 (cause of death), the registrar shall enter the cause of death precisely as stated in the certificate of cause of death, followed by the words "Certified by...", inserting the full name and qualification of the registered medical practitioner who signed the certificate.
 - (5) After entering the required particulars in spaces 1 to 7 and 9, the registrar shall call upon the informant to verify the particulars in spaces 1 to 7.
 - (6) If any error has been made in those particulars, the registrar shall, in the presence of the informant, make the necessary correction as provided in regulation 52 when the entry is being prepared in manuscript.

- (7) The registrar shall then—
- (a) call upon the informant to sign the entry in space 8;
 - (b) enter in space 10 the date on which the entry is made; and
 - (c) sign the entry in space 11, adding his official description.

41. Registration where inquest is not held

- (1) Where, before the expiration of 12 months from the date of a death which has not been registered, a registrar is notified by the coroner that he does not intend to hold an inquest, the registrar shall, subject to paragraph (4), take such action as may be required to register the death and the particulars on form 9 in the presence of a qualified informant, entering the particulars required in spaces 1 to 7 and 9, in accordance with regulation 40(2) to (7) but subject, in relation to space 9 of form 9 (cause of death), to paragraphs (2) and (3) below.
- (2) Where the coroner in his notification certifies the cause of death disclosed by any report on a post-mortem examination of the body made by his direction under section 14 of the Coroners in Inquests Act 1987, the registrar shall enter in space 9 of form 9 the cause of death precisely as stated in the notification followed by the words "Certified by ...", inserting the full name and description of the coroner followed by the words "after post-mortem without inquest".
- (3) Where the coroner's notification shows that no post-mortem examination was held by his direction, and the registrar is unable to obtain delivery of a certificate of cause of death, he shall enter in space 9 of form 9 the cause of death—
 - (a) if the cause is stated in the coroner's notification, precisely as so stated;
 - (b) in any other case, as stated by the informant who shall then also verify space 9 (as well as spaces 1 to 7).
- (4) A death shall not be registered under this regulation after the expiration of 12 months from its date.

42. Noting of existing entry on coroner's notification of cause of death

Where a registrar receives a notification as mentioned in regulation 41(2) in respect of a death which has already been registered on the information of a qualified informant—

- (a) if the register containing the entry is in his custody, he shall, without altering the entry in space 9 of form 9, enter in its margin the words "Post-mortem without inquest held by the direction of

...", inserting the full name and description of the coroner, followed by the words "and cause of death disclosed as ...", inserting the cause of death as certified by the coroner;

- (b) if the register containing the entry is in the custody of the Chief Registrar, he shall deliver the notification to the Chief Registrar who shall, without altering the entry of the death, enter in its margin the particulars required by paragraph (a).

43. Registration after inquest

Where, before the expiration of 12 months from the date of a death, a registrar receives with reference to that death a coroner's certificate after an inquest he shall register the death (whether or not it has already been registered) as follows—

- (a) in spaces 1 to 6 and 9 in form 9, he shall enter the particulars contained in the certificate, precisely as stated in the certificate, except that if any person is named in the certificate as having caused the death his name shall be omitted;
- (b) in space 7—
 - (i) subject to (ii) below, he shall enter the words "Certificate received from ...", inserting the full name and description of the coroner followed by the words "Inquest held on ...", inserting the date of inquest as stated in the certificate,
 - (ii) if the inquest was adjourned, instead of the words "Certificate received from" he shall enter the words "Certificate on inquest adjourned received from",
- (c) he shall draw a line through space 8;
- (d) in space 10, he shall enter the date on which the entry is made;
- (e) in space 11, he shall sign the entry and add his official description.

44. Noting of previous entry on registration after inquest

Where under regulation 43 or 45(4) a registrar registers a death which has already been registered on the information of a qualified informant—

- (a) if a registrar has custody of the register containing the previous entry, that registrar shall, without altering that entry, write in its margin the words "Re-registered on coroner's certificate at entry No ...", inserting the number of the new entry;
- (b) where the previous entry is in a register in the custody of the Chief Registrar, he shall give to the Chief Registrar a copy of the new

entry together with particulars of the previous entry, whereupon the Chief Registrar shall, without altering the previous entry, write in its margin the words "Re-registered on coroner's certificate at entry No ... in register No...", inserting the number of the new entry and of the register.

45. Registration after 12 months

- (1) Where in respect of a death which occurred more than 12 months previously a registrar—
 - (a) is informed that the death has not been registered; or
 - (b) whether or not it has already been registered on the information of a qualified informant, receives a coroner's certificate upon an inquest with respect to the death,he shall make a report to the Chief Registrar enclosing any certificate of the cause of death and any coroner's notification that he does not intend to hold an inquest or coroner's certificate after an inquest.
- (2) Except in a case to which paragraph (1)(b) applies, the registrar shall, in his report to the Chief Registrar, state—
 - (a) to the best of his knowledge and belief, the particulars required to be registered concerning the death;
 - (b) the source of his information; and
 - (c) the full name and address of any qualified informant available to give information for the registration.
- (3) On receiving the Chief Registrar's written authority to register the death on the information of a qualified informant, the registrar shall arrange for that informant to attend at his office and shall register the death in his presence .
- (4) On receiving the Chief Registrar's written authority to register a death in respect of which the registrar has received a coroner's certificate after an inquest, the registrar shall proceed to register the death.
- (5) Subject to paragraph (6), regulations 40, 41 (other than paragraph (4)) or 43, as the case may be, shall apply to registration under paragraph (3) or (4) as they apply on a registration within 12 months.
- (6) In space 10, after entering the date on which the entry is made, the registrar shall enter the words "On the authority of the Chief Registrar".

PART 10

DISPOSAL OF BODIES OF DECEASED PERSONS

46. Interpretation of Part 10

In this Part —

"certificate for disposal" means a certificate of a registrar under section 26(1) of the Act that he has registered a death, or under section 26(3) of the Act that a death is not required to be registered;

"notification of disposal" means a notification as to the date, place and means of disposal of the body of a deceased person which a person effecting the disposal is required by section 28 of the Act to deliver to the registrar.

47. Certificate or declaration for disposal

- (1) A certificate of a registrar under section 26(1) of the Act that he has registered a death shall be given by a registrar on an approved form which, for the use of the person effecting the disposal, shall embody a form of notification of disposal in form 12.
- (2) A certificate of a registrar under section 26(3) of the Act that a death is not required to be registered shall be in form 13.
- (3) A declaration for the purpose of section 27(2) of the Act that a certificate of a registrar or order of a coroner has been issued shall be form 14.

48. Notification of disposal

The person effecting the disposal of the body of a deceased person shall —

- (a) except where paragraph (b) applies—
 - (i) write, sign and date the notification of disposal embodied in the certificate of disposal or in the coroner's order with regard to the deceased, and
 - (ii) detach the notification and deliver it to a registrar;
- (b) where a declaration has been made as mentioned in regulation 47(3), notify a registrar in writing in the terms used in form 12.

49. Enquiry in default of notification of disposal

- (1) The period after the issue of a certificate for disposal, or a coroner's order authorising the disposal of the body, on the expiration of which

the registrar (if he has not previously received a notification for disposal) is required to make enquiry under section 26(6) of the Act shall be a period of 14 days after the date of the issue of the certificate of order.

- (2) Where in response to such an enquiry the registrar is informed that the body of the deceased person has not been disposed of, he shall, unless he is informed that the body is being held for the purposes of the Human Tissue Act 1986⁴, report the matter to the Chief Registrar and to the Department of Environment, Food and Agriculture.
- (3) Where after such an enquiry it appears to the registrar that the body has been disposed of and notification of disposal has not been made to him within the time required by section 28 of the Act —
 - (a) he shall immediately ask the person effecting the disposal of the body to deliver the notification to him; and
 - (b) if the notification is not received within 3 days he shall report the matter to the Chief Registrar.

50. Removal of body from the Island

- (1) Any person intending to remove the body of a deceased person out of the Island shall give notice of his intention in form 15 to a coroner.
- (2) If the deceased person died in the Island and a certificate for disposal has been given or a coroner's order for burial or certificate for cremation has been issued, the certificate or order shall be delivered to the coroner with the notice under paragraph (1).
- (3) Upon receiving any such notice the coroner shall forthwith send or deliver —
 - (a) to the person who gave the notice, or the undertaker or other person designated by that person for the purpose, an acknowledgement of the receipt of the notice in form 12, and
 - (b) to a registrar —
 - (i) a notification in form 12 that a notice of intention to remove the body out of the Island has been received, and
 - (ii) any certificate for disposal given by a registrar and sent to the coroner under paragraph (2).
- (4) Subject to paragraph (5), any coroner's order for burial or certificate for cremation sent to a coroner under paragraph (1) or (2) shall be retained by him.

⁴ 1986 c.13

- (5) If the coroner is notified in writing by the person wishing to remove the body out of the Island that it is intended that the body shall be cremated in England and Wales, Scotland, Northern Ireland or the Channel Islands –
 - (a) the coroner shall endorse the certificate with words to the effect that it shall henceforth be valid only for cremation in England and Wales, Scotland, Northern Ireland or the Channel Islands, as the case may be, and
 - (b) return it to the person receiving the acknowledgement under paragraph (3)(a).
- (6) Subject to paragraph (7), the body shall not be removed out of the Island before the expiration of a period of 4 clear days after the day on which notice of intention to remove the body was received by the coroner.
- (7) Where the coroner states in his acknowledgement of receipt of the notice that after making due inquiry he is satisfied that no further inquiries by him are necessary concerning the death, the body may be removed out of the Island at any time after the acknowledgement is received by the person to whom it is addressed.

PART 11

CORRECTION OF ERRORS

51. Time when entry is complete

For the purposes of these Regulations an entry of a birth or death made by a registrar shall be treated as completed when the registrar has signed the entry and added his official description.

52. Correction of entry before completion

- (1) Where under these Regulations a registrar is preparing an entry of a birth or death and is required to correct an error in it before the completion of the entry, he shall, subject to paragraph (2), make the correction in the following manner–
 - (a) if a word is incorrect, he shall strike it out by a line drawn through it, but so that the word remains legible, and shall write the correct word above it;
 - (b) if in any group of figures one or more is incorrect, he shall strike out all the figures by a line drawn through them, but so that they remain legible, and shall write the correct figures above them;

- (c) if a word has been omitted, he shall place a caret where the omission occurs and above the caret he shall write the omitted word, except that if there is sufficient space he shall write the word where the omission occurs and underline it;
 - (d) if the particulars required to be entered in any 2 spaces have been inadvertently transposed, the registrar shall, without any other correction, write in the margin of the entry a note of the error in the following form: "The particulars in ... and ... inadvertently transposed", inserting the numbers of the spaces and adding his initials.
- (2) If it appears that an error has been made in his signature, the informant shall make the correction.

53. Correction of minor clerical errors after completion

- (1) Where it appears or is represented to a registrar that in any completed entry made in a register of live-births, still-births or deaths in his custody there is any clerical error to which this regulation applies he shall correct the error as provided in paragraph (3).
- (2) The clerical errors to which this regulation applies are—
 - (a) any error—
 - (i) in spelling any word which is not the forename or surname of any person, or
 - (ii) consisting of the misplacement or incorrect repetition of any such word, made on entering the particulars other than by copying from a document specified in sub-paragraph (g);
 - (b) the incorrect statement or omission—
 - (i) in the date of registration, of the day or the month (but not both) provided it is evident from the preceding and succeeding entries which day or month should have been inserted,
 - (ii) of the year of the birth or death to which an entry relates or of the year of registration (but not of both);
 - (c) the omission of all the words required to be added, in space 14 of a birth entry, under these Regulations;
 - (d) the omission of the words required to be added in space 15 of a birth entry under these Regulations;
 - (e) the omission of any of the words (including the date) required to be added, following the entry of a name in space 17 of a birth entry, by regulation 14(2)(a) or (b);

- (f) the omission of—
 - (i) any of the words (including the full name and qualification of the registered medical practitioner) "Certified by ..." required to be entered, in space 9 of a death entry, by regulation 40(4),
 - (ii) any of the words (including the full name and description of the coroner) "Certified by ... after post-mortem without inquest" required to be entered, in space 9 of a death entry by regulation 41(2),
 - (iii) any of the words (including the full name and description of the coroner and the date of inquest) "Certificate received from ... Inquest held on ..." required to be entered, in space 7 of a death entry, by regulation 43(b)(i),
 - (iv) any of the words (including the full name and description of the coroner) "Certificate on inquest adjourned received from ..." required to be entered in space 7 of a death entry, by regulation 43(b)(ii);
- (g) any error in copying any particulars required to be copied from—
 - (i) a certificate of name given in baptism, or a certificate of name given other than in baptism, delivered in pursuance of section 16(1) of the Act,
 - (ii) a certificate of cause of death,
 - (iii) a doctor's or midwife's certificate of still-birth,
 - (iv) a coroner's notification after post-mortem without inquest; or
 - (v) a coroner's certificate after inquest;
- (h) any error, in space 14 of a birth entry, in copying the date of a statutory declaration as required by regulation 11(1)(b)(ii) or (iii) or 16(3)(b)(i) or (ii);

and the references in this paragraph to provisions of these Regulations include any corresponding provision of regulations revoked by these Regulations.

- (3) Where any correction is made under paragraph (1), the registrar or registrar concerned shall enter a marginal note providing details of the correction, and —
 - (a) where an error has occurred the following wording shall apply —

"In space [or line] ... corrected to ... on ... by me ... registrar"

and the registrar or superintendent registrar shall complete and sign the note in the places provided;

- (b) where an omission has occurred the following wording shall apply—

"In space [or column] ... for ... read ... corrected on ... by me ... registrar"

and the registrar shall complete and sign the note in the places provided; and

- (c) where particulars have been transposed the following wording shall apply—

"The particulars in ... and ... inadvertently transposed",
and the registrar shall complete and sign the marginal note.

54. Correction of other minor clerical errors after completion

- (1) Where it appears or is represented to a registrar that there is any clerical error to which this regulation applies in a completed entry made on the information of a qualified informant in a register of live-births in his custody, he shall correct the error in the presence of an informant.

- (2) Where an error is corrected in accordance with paragraph (1) the following wording shall apply—

"In space [or column] ... corrected to ... on ... by me ... registrar in the presence of...",

- (3) Where an omission is corrected in accordance with paragraph (1) the following wording shall apply—

"In space [or column] ... for ... read ... corrected on ... by me ... registrar in the presence of ..."

and the registrar shall complete and sign the note in the places provided.

- (4) This regulation applies to the following clerical errors—

- (a) in a live-birth entry (form 1)—

(i) in space 1, in the date or place of birth, but not both, provided the correct date of birth is within 3 months of the date of registration,

(ii) in space 5, in the father's place of birth,

(iii) in space 6, in the father's occupation,

(iv) in space 8a, in the mother's place of birth and in space 8b in the mother's occupation,

- (v) in space 10, in the mother's usual address,
 - (vi) in space 12, in the qualification of the informant, unless neither the father nor the mother, provided the identity of the informant is clear from the signature in space 14 and this is consistent with the information in space 4 or 7,
 - (vii) in space 13, in the usual address of informant,
- (b) in a death entry (form 9)–
- (i) in space 1, in the date or place of death, but not both, provided the corrected date of death is within 12 months of the date of registration,
 - (ii) in space 3, consisting of the omission of the sex of the deceased provided the sex as corrected is consistent with the name of the deceased in space 2,
 - (iii) in space 4, in the deceased's maiden surname,
 - (iv) in space 5, consisting of the incorrect statement or omission of one, but not both, of the date or place of birth but, in the case of an incorrect statement of the former only if the date is not corrected by more than one year,
 - (v) in space 6, consisting of the incorrect statement or omission of the occupation of the deceased or of the deceased's husband or wife or parents or of the usual address of the deceased or of the omission of the words "[son] [daughter] of ..." and of the names of the deceased's parents,
 - (vi) in space 7(a), in the informant's name provided this is consistent with the signature in space 9,
 - (vii) in space 7(c), in the informant's usual address.

55. Correction of other clerical after completion

- (1) Where it appears or is represented to a registrar that in a completed entry made, on the information of a qualified informant, in a register of live-births, still-births, or deaths in his custody, there is a clerical error other than one to which regulation 53, 54 or 57(2) applies, he shall send a report to the Chief Registrar and shall include with his report–
- (a) such evidence as the Chief Registrar may require for the purpose of verifying the facts;
 - (b) the full name of the qualified informant (if any) who will be available to witness correction of the error; and
 - (c) a copy of the entry.

(2) On receiving the authority of the Chief Registrar the registrar shall correct the error in the presence of the qualified informant specified in the authority of the Chief Registrar.

(3) Where any correction is made under paragraph (2) the registrar shall enter a marginal note in the following form—

"In space [or column] ... corrected to ... on ... by me ... registrar in the presence of ... on the authority of the Registrar General"

and he shall complete and sign the note in the places provided, whereupon—

(a) the informant shall sign the note in the place provided; and

(b) the registrar shall after the signature of the informant add the informant's qualification for giving information concerning the correction.

(4) Where no qualified informant is available to witness the correction, the registrar shall write a marginal note in the following form—

"In space [or column] ... corrected to ... on ... by me ... registrar on the authority of the Chief Registrar"

and he shall complete and sign the note in the places provided.

56. Correction of errors of fact or substance

(1) Where it appears or is represented to a registrar that there is an error of fact or substance in a completed entry in a register of live-births, still-births or deaths in his custody, other than an entry to which regulation 57 applies, he shall—

(a) send a report to the Chief Registrar giving such information as the Chief Registrar may require and enclosing a copy of the entry; and

(b) comply with any instructions which the Chief Registrar may give for the purpose of verifying the facts of the case and ascertaining whether there are available 2 persons qualified to make a statutory declaration required by section 34(3) of the Act.

(2) On being informed by the Chief Registrar that the error may be corrected on production of such a statutory declaration, the registrar shall on production to him of the statutory declaration correct the error in the following manner—

(a) he shall write in the margin of the entry a note in the following form (or such other form as the Chief Registrar may authorise in any particular case)—

"In No ... in ... for ... read ... Corrected on ... by me ... registrar on production of a statutory declaration made by ... and...",

and

- (b) he shall enter the particulars of the correction and of the declarants and complete and sign the note in the places provided.

57. Correction of error on coroner's certificate

- (1) Where the registrar having the custody of a register containing an entry made in pursuance of a coroner's certificate after inquest receives—
 - (a) notification from the coroner of a clerical error in the certificate, or
 - (b) a certificate relating to that entry given by the coroner pursuant to section 34 of the Act as to an error of fact or substance in the certificate after inquest and as to the true facts of the case,

he shall send a report to the Chief Registrar, enclosing a copy of the entry and (as the case may be) of the coroner's certificate and notification, or of the coroner's certificates, relating to the entry.

- (2) Where the error is a clerical error, the registrar shall correct the error by entering a marginal note in the following form—

"Clerical error in space [or column] ... corrected to ... on ... by me ... registrar on receipt of notification from the Coroner of Inquests",

and he shall complete and sign the note in the places provided.

- (3) Where the error is one of fact or substance the registrar shall correct the error by entering a marginal note in the following form—

"In space [or line] ... corrected to ... on ... by me ... registrar on the authority of a certificate from the Coroner of Inquests",

and he shall complete and sign the note in the places provided.

58. Copy of corrected or annotated entry to be sent to Chief Registrar

- (1) Where a registrar makes any correction or annotation to a completed entry in a register of live-births, still-births or deaths, whether by marginal note or otherwise, he shall, subject to paragraph (2), within 7 days make and send to the Chief Registrar a copy of the entry as corrected or annotated (or both), including a copy of any marginal note, certified by the registrar, together, in any case where a birth is re-registered under section 13 of the Act, with a copy of the new entry, certified by the registrar who made that entry.

- (2) Paragraph (1) shall apply in relation to a correction or annotation made by a registrar under regulations 53 and 54 only if the correction or annotation is made after the registrar has certified a true copy of the original entry pursuant to section 32(a) of the Act (quarterly returns).

PART 12

BIRTH AND DEATH CERTIFICATES

59. Application for short certificate of birth

- (1) The particulars to be furnished on an application under section 37(1) of the Act for a short certificate of the birth (not being a still-birth) of any person shall be—
- (a) where that person has been adopted and the certificate is to be in respect of him as an adopted person—
 - (i) his full name,
 - (ii) the date of his birth,
 - (iii) the full names of his adoptive parent or parents,
 - (iv) the date upon which, and the name of the court by which, the adoption order was made;
 - (b) in any other case—
 - (i) his full name,
 - (ii) the date of his birth,
 - (iii) the full name of his father,
 - (iv) the full name and maiden surname of his mother, and
 - (v) the place of his birth or the place at which his birth was registered.
- (3) Notwithstanding paragraph (2)—
- (a) no particulars shall be required if the application is made at the time of registering the birth;
 - (b) any particulars may be omitted which, in the opinion of the person to whom the application is made, it is not reasonably practicable for the applicant to furnish.

60. Form and content of short certificate of birth

- (1) The form of short certificate of birth to be issued under section 37 of the Act shall be form 16.

- (2) A short certificate of birth under section 37 of the Act shall be complied, from the records and registers in the custody of the Chief Registrar or from the registers in the custody of the registrar (as the case may be) as follows —
- (a) opposite the words "Full name" there shall be entered—
 - (i) where the forename or forenames and surname are recorded in the birth entry, those names (being, in a case where these are recorded in both spaces 2 and 17 of form 1, the names recorded in space 17),
 - (ii) where the person's forename or forenames but not his surname is or are recorded in the entry, that forename or forenames (being in a case where this is recorded in both spaces 2 and 17 of the entry, the name recorded in space 17) followed immediately, if the entry contains a surname which appears from the entry to have been used by his father or his mother at or after the date of birth, by that surname;
 - (b) opposite the words "Sex" and "Date of Birth" respectively there shall be inserted the relevant particulars from the birth entry;
 - (c) opposite the words "Place of Birth" there shall be inserted "Isle of Man", so however that if the place of birth is not recorded in the birth entry, the registrar shall remit the application to the Chief Registrar.

61. Applications for certificate of birth or death for certain purposes

- (1) Where a person wishes to make an application for a certificate of a live-birth or death for the purposes of an enactment specified in paragraph (2), the registrar having custody of the register shall on request provide that person without charge with an approved form.
- (2) The enactments referred to in paragraph (1) are—
 - (a) section 10 of the Savings Banks Act 1887 (an Act of Parliament);
 - (b) section 106(1) of the Friendly Societies Act 1974 (an Act of Parliament).

PART 13

SUPPLEMENTAL

62. Quarterly returns

For the purposes of section 32(1) of the Act (quarterly returns to be made by registrars to Chief Registrar)—

- (a) the forms of a true copy of all the entries of live-births, still-births and deaths made in the registers during a period shall be forms 1, 5 and 9 respectively;
- (b) any such copy shall be certified by the registrar completing a form in form 17, signing and dating the form in the space provided;
- (c) the form of certificate that no birth, still-birth or death has been registered by him during that period shall be form 18.

63. Offences and proceedings

- (1) If it appears to a registrar that any offence under or breach of the Act or, so far as they relate to the registration of births or deaths, the Forgery Act 1952⁵ or the Perjury Act 1952⁶ has been committed, he shall report the matter to the Chief Registrar and deliver to the Chief Registrar such documents in his possession relating to the offence or breach as the Chief Registrar may require.
- (2) Except with the authority of the Chief Registrar, a registrar shall not commence any proceedings in respect of an offence under the Act.

64. Revocation

- (1) Subject to paragraph (2), the regulations specified in Schedule 2 are revoked.
- (2) Any register books and forms for certified copies in use immediately before these Regulations come into operation shall continue to be used, with any necessary modifications, until new register books and forms for certified copies complying with these Regulations are provided under section 31 of the Act.

⁵ XVIII p.6

⁶ XVIII p.86

SCHEDULE 1
PRESCRIBED FORMS
CONTENTS

<i>Form</i>	<i>Reg.</i>	<i>Description</i>	<i>Statutory purpose</i>
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5	29	Particulars of still-birth	ss.3(1), 7
6	30	Medical certificate as to still-birth	s.14(1)
7	30	Declaration as to still-birth	s.14(1)
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15	50	Notice of intention to remove body from Island	s.29
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18	62	Return of no registrations	s.32(1)

Form 1
Particulars of birth

BIRTH		Entry No.
Isle of Man		
1. Date and place of birth		CHILD
2. Full name		3. Sex
4. Full name		FATHER
5. Place of birth	6. Occupation	
7 Full name		MOTHER
8a. Place of birth	8b. Occupation	
9a. Maiden surname	9b. Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Full name (if not the mother or father)		INFORMANT 12. Qualification
13. Usual address (if different from that in 10. above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
Signature of informant		
15. Date of registration		16. Signature of registrar
17. Forename given after registration, and surname		

Form 2

Declaration for registration or re-registration of birth

This declaration is made by me, *(full name),*
the *[mother][father] of the child described below.

1. Date and place of birth	CHILD	
2. Full name	3. Sex	

*[I solemnly declare that *(father's full name)*
is the father of the child.]

*[I solemnly declare that I am the father of the child.]

*[I solemnly declare that the parental responsibility agreement made on

(date)

between *(full name)*

and *(full name)*

in respect of *(child's full name)*

was made in compliance with section 4 of the Children and Young Persons Act 2001
and has not been brought to an end by an order of a court.]

*[I solemnly declare that the order

made on *(date)*

by *(court)*

has not been discharged or brought to an end by an order of a court.]

And I make this declaration solemnly and deliberately, according to the best of my
knowledge and belief.

Signature

Date

* Delete whichever does not apply and complete as appropriate

Form 3

Certificate as to alteration etc. of name in baptism

I, _____ of _____
certify that *[according to the register of baptisms now in my custody] the
†[male][female] child stated to have been born on _____ (date) to
_____ and
was on _____ (date) baptised by
_____ in the name _____

Signature _____ Date _____

†[Officiating minister][Person having custody of register]

* To be deleted where the certificate is given by the person who baptised the child

† Delete whichever does not apply

Form 4

Certificate as to alteration etc. of name otherwise than in baptism

I, _____ of _____
am the *[father][mother] of the *[male][female] child whose birth was registered in
the register of births for the Isle of Man on _____ (date)
I certify that the child, not having been given a name in baptism, was within 12
months after the registration of *[his][her] birth given the name _____

Signature _____ Date _____

* Delete whichever does not apply

Form 5
Particulars of still-birth

STILL-BIRTH		Entry No.
Isle of Man		
1(a). Date and place of birth		CHILD
1(b). Full name		
2. Cause of death and nature of evidence that child was still-born		3. Sex
4. Full name		FATHER
5. Place of birth	6. Occupation	
7 Full name		MOTHER
8a. Place of birth	8b. Occupation	
9a. Maiden surname	9b. Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Full name (if not the mother or father)		INFORMANT 12. Qualification
13. Usual address (if different from that in 10. above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
Signature of informant		
15. Date of registration		16. Signature of registrar

Form 6

Medical certificate as to still-birth

*[I was present at the still-birth of a *[male][female] child born

*[I have examined the body of a *[male][female] child which I am informed and believe was born

on (date) to (full name of mother)

at (place of birth)

1. The certified cause of death has been confirmed by post-mortem.

2. Information from post-mortem may be available later.

3. Post-mortem not being held.

Tick appropriate box

Weight of foetus: grams

Estimated duration of pregnancy:
weeks at delivery

The child died *[before labour]
[during labour]
[after labour]

CAUSE OF DEATH

a. Main diseases or conditions in foetus

b. Other diseases or conditions in foetus

c. Main maternal diseases or conditions affecting foetus

d. Other maternal diseases or conditions affecting foetus

e. Other relevant causes

I certify that (i) the child was not born alive, and (ii) to the best of my knowledge and belief the cause of death and the estimated duration of pregnancy of the mother were as stated above.

Signature

Date

Qualifications as registered by
General Medical Council, or
registered number as registered
midwife:

Address:

For still-birth in hospital:

Name of consultant responsible
for the care of the mother:

* Delete whichever does not apply

Form 7

Declaration as to still-birth

Date of still-birth:

Place of still-birth:

Full name of mother
of still-born child:

Usual address of mother:

Reason why certificate that
child was not born alive
cannot be obtained from a
registered medical practitioner
or registered midwife:

I declare that the particulars stated above are true to the best of my knowledge and belief, and that the child mentioned above was not born alive.

Signature

Date

State whether 'mother' or 'father' of
the child, or in what capacity liable
to give information concerning the
still-birth:

Form 8

Certificate of registration of still-birth

I certify that I have this day registered the birth of the still-born child born on

(date) to

(full name of mother)

at

(place of birth)

Entry no.

Signature

Date

Registrar of Births

Form 9
Particulars of death

DEATH		Entry No.
Isle of Man		
1. Date and place of death		DECEASED
2. Full name	3. Sex	
	4. Maiden surname of woman who has married	
5. Date and place of birth		
6. Occupation and usual address		
7a. Full name	INFORMANT	7b. Qualification
7c. Usual address		
8. I certify that the particulars entered above are true to the best of my knowledge and belief		
		Signature of informant
9. Cause of death		
10. Date of registration	11. Signature of registrar	

Form 10

Certificate of cause of death
(except child dying within 28 days of birth)

Name of deceased:

Date of death
as stated to me:

Age as stated
to me:

Place of death:

Last seen alive by me on:

- 1. Certified cause of death takes account of information obtained from post-mortem.
- 2. Information from post-mortem may be available later.
- 3. Post-mortem not being held.
- 4. I have reported the death to the Coroner of Inquests for further action.

- a. Seen after death by me
- b. Seen after death by another medical practitioner but not by me.
- c. Not seen after death by a medical practitioner.

Tick appropriate boxes

CAUSE OF DEATH	These particulars not to be entered in register of deaths Approximate interval between onset and death
<p>The condition thought to be the 'Underlying Cause of Death' should appear in the lowest completed line of Part 1</p> <p>PART 1</p> <p>(a) Disease or condition directly leading to death†</p> <p>(b) Other disease or condition, if any, leading to (a)</p> <p>(c) Other disease or condition, if any, leading to (b)</p> <p>PART 2</p> <p>Other significant conditions CONTRIBUTING TO THE DEATH but not related to the disease or condition causing it.</p>	

<input type="checkbox"/> The death might have been due to or contributed to by the employment followed at some time by the deceased

Tick box if applicable

† This does not mean the mode of dying, such as heart failure, asphyxia, asthenia etc.; it means the disease, injury or complication which caused death.

I certify that I was in medical attendance during the above-named deceased's last illness, and that the particulars and cause of death above written are true to the best of my knowledge and belief.

Signature

Residence

Qualifications as registered by General Medical Council

Date

Form 11

Certificate of cause of death
(child dying within 28 days of birth)

Name of child:

Sex:

Date of death:

Age at death:

days (complete period of 24 hours)

hours

Place of death:

Place of birth:

Last seen alive by me on:

- 1. Certified cause of death takes account of information obtained from post-mortem.
- 2. Information from post-mortem may be available later.
- 3. Post-mortem not being held.
- 4. I have reported the death to the Coroner of Inquests for further action.

- a. Seen after death by me
- b. Seen after death by another medical practitioner but not by me.
- c. Not seen after death by a medical practitioner.

Tick appropriate boxes

CAUSE OF DEATH

- (a) Main diseases or conditions in child
- (b) Other diseases or conditions in child
- (c) Main maternal diseases or conditions affecting child
- (d) Other maternal diseases or conditions affecting child
- (e) Other relevant causes

I certify that I was in medical attendance during the above-named deceased's last illness, and that the particulars and cause of death above written are true to the best of my knowledge and belief.

Signature

Residence

Qualifications as registered by General Medical Council

Date

For death in hospital:

Name of consultant responsible for the care of the child as a patient:

Form 12

Notification of disposal

This is to notify that the body of _____ deceased
who died on _____ at _____
was *[buried][cremated] on _____ at _____
Signature _____ Date _____
On behalf of _____

* Delete whichever does not apply

Form 13

Certificate that death is not required to be registered

I certify that, on the information declared before me, it appears that the death of _____ deceased
is not required to be registered in the Isle of Man.

Signature _____
Date _____ Registrar of Deaths _____

Form 14

Declaration that certificate etc. has been issued

I, _____ of _____
in pursuance of the Civil Registration Act 1984 declare that —
(1) I am the person procuring the burial of the body of _____ deceased who died on _____ at _____
(2) a *[certificate of registration of the death][order authorising burial] was issued by the *[Registrar of _____ Deaths][Coroner of Inquests] at _____ on _____ to _____ whose address is _____ ; and
(3) the reason why the *[certificate][order] cannot be delivered before burial is that _____

I make this declaration believing it to be true
Signature _____ Date _____

* Delete whichever does not apply

Form 15

Notice of intention to remove body from Island

To the Coroner of Inquests
Summary Courts Office
Isle of Man Courts of Justice
Deemsters Walk
Douglas IM1 3AR

I _____ of _____
give you notice that I intend to remove out of the Isle of Man the body of _____
deceased
who died on _____, which is now lying at _____

I enclose the *[certificate of registration of the death][order authorising the disposal of the body].

†It is intended that the body shall be cremated in *[England and Wales][Scotland][Northern Ireland][the Channel Islands].

†Please address any communication regarding this notice to _____

Signature

Date

* Delete whichever does not apply

† Delete if inapplicable

Form 16

Short certificate of birth

ISLE OF MAN

Full name	
Sex	
Date of birth	
Place of birth	

I certify that the above particulars have been compiled from an entry in a register in
*[my custody][the custody of the Chief Registrar]

Date

Signature

*[Registrar of Births][Assistant Chief Registrar]

* Delete whichever does not apply

D.C. Doyle

Her Majesty's First Deemster and Clerk of the Rolls

EXPLANATORY NOTE

(This note is not part of the Regulations.)

These Regulations consolidate, with minor amendments and amendments consequential on the Marriage and Civil Registration (Amendment) Act 2011, the Registration of Births, Deaths and Marriages Regulations 1984 as amended, so far as they relate to the registration of births and deaths. The Regulations prescribe forms and procedures in connection with the registration of births and deaths, and deal in particular with the following —

- general provisions as to registration of births and deaths (regulations 4 to 7);
- registration of live-births (regulations 8 to 14);
- re-registration of births of non-marital children (regulations 15 to 17) and legitimated persons (regulations 18 to 26);
- birth records of adopted children (regulations 27 and 28);
- registration of still-births and disposal of bodies of still-born children (regulations 29 to 36);
- registration of deaths and disposal of bodies of deceased persons (regulations 37 to 50);
- correction of errors in entries in registers (regulations 51 to 58);
- birth and death certificates (regulations 59 to 61).