



Update 28.05.20 Registration Department - Update on Service Provision effective from 1 June 2020

Registration of a Birth: By Appointment Only

An appointment only birth registration service will resume from Monday 1 June 2020.

- Complete the [Birth Registration Form GRO4](#) and email a scan/photograph of it to registration@nmandd.org. **We will then contact you to arrange an appointment.**
- Plan for one parent only to attend for a birth registration appointment where the parents are married. Where the parents are unmarried both are required to attend for joint registration.
- Do not bring your baby/babies and/or other children with you to your appointment.

Due to limited waiting space late appointments cannot be accommodated nor can any customers who have not made an appointment.

In line with government guidance please do not attend your appointment should you or a family member display any symptoms of COVID-19. Please cancel your appointment and we will be happy to rearrange for you at an alternative suitable time and date.

Registration of a Death or Stillbirth

An electronic system is now in place to register a death or stillbirth and you no longer have to undertake this in person with the Registrar.

Where a person dies:

- The Medical Practitioner will send the Medical Certificate of Cause of Death (MCCD) to the General Register Office (GRO) who will then forward onto the Registrar in the Council area of which the person last resided.
- The Registrar will contact the nominated next of kin by telephone to obtain further details to allow the registration to be completed.
- Once the registration is complete the Registrar can issue death certificates at a cost of £8 each.
- Payment can be made by card and the certificates will be posted to the next of kin.
- If certificates are not obtained at this time, they can be obtained from GRO via nidirect.gov.uk/articles/ordering-life-event-certificates at a cost of £15 each.

Chief Executive, Marie Ward

Oifig an Iúir, Newry Office, O'Hagan House, Monaghan Row, Newry BT35 8DJ
Oifig Dhún Pádraig, Downpatrick Office, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick BT30 6GQ



- Death certificates are usually required for closing bank accounts, claiming insurance policies, notifying private pensions and for Solicitors.
- To stop State Pension and or Benefits you should contact 'The Bereavement Service' by telephoning 0800 085 2463.

If you need any advice in relation to registering a death or stillbirth please email registration@nmandd.org or telephone 033 0137 4041.

Marriages

Please be aware that your marriage ceremony must be conducted under the current NI Executive restrictions. These are:

- Indoors: If one of the parties is terminally ill you may get married in a place of worship with ten people in attendance this includes the couple, two witnesses and the religious officiant

or

- Outdoors: You may get married with ten people in attendance this includes the couple, two witnesses and the religious officiant.

Email Notice forms and relevant documents to registration@nmandd.org or post notice forms and photocopied documents to the Registration Department at Newry Town Hall, Bank Parade, Newry, BT34 1DQ or Downshire Civic Centre, Ardglass Road, Downpatrick, BT30 6GQ.

Please do not post original documents. Payment can be made by cheque, payable to Newry Mourne and Down District Council, or card payment by phoning 033 0137 4041.

If you need any advice in relation to your wedding, please email registration@nmandd.org or telephone 033 0137 4041.

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