

## External Procedure Birth Certificates

### Application to waive statutory fee for a birth certificate

This process to assist partners to enable rough sleepers that were born in Manchester to obtain a birth certificate free of charge.

The form must be completed by the supporting agency (i.e. Shelter, Crisis etc) rather than the applicant themselves.

The applicant will then be asked to complete a normal birth certificate application form upon arrival at the Register Office.

Both forms will then be submitted together and one free full birth certificate can be issued. Please note that currently our registers are in storage whilst Heron House is being renovated. This means that certificates cannot be issued immediately and will need to be collected at a later date (usually after 5 days).

Our staff will advise the applicant of the collection date when they submit their application. I would also draw attention to the areas that we cover as outlined on the form.

Please note that we do not hold any records for people born in Greater Manchester of further afield.

This form must be completed and submitted along with a completed birth certificate application form (available as a download from (Free) or these can be picked up and completed at Manchester Register Office when making the application. This will entitle the applicant to one free full birth certificate.

We can only provide certificates if the person was born in the area covered by the city of Manchester boundary **at the time**. Neighbouring areas like Salford, Trafford, Rochdale, Oldham and other Greater Manchester areas do **not** count as the city of Manchester. To buy certificates for events that took place in other areas, you will need to contact the Register Office in that area but they could not issue a certificate free of charge under the terms of this agreement. Alternate local arrangements may be possible.

The boundaries of the city of Manchester have changed over time. We can only search for a copy certificate if the person was born in one of the areas listed:

Ancoats  
Ardwick  
Baguley

Benchill  
Beswick  
Blackley

Bradford  
Burnage  
Charlestown

Cheetham  
Chorlton  
City Centre  
Clayton  
Collyhurst  
Crumpsall  
Didsbury  
Fallowfield  
Gorton  
Harpurhey

Hulme  
Levenshulme  
Longsight  
Miles Platting  
Moss Nook  
Moss Side  
Moston  
Newall Green  
Newton Heath  
Northenden

Northern Moor  
Openshaw  
Peel Hall  
Rusholme  
Sharston  
Whalley Range  
Withington  
Woodhouse Park  
Wythenshawe

**Full name on Certificate:**

**Date of Birth:**

**Place of Birth:**

**I can confirm that the bearer of this form is entitled to one free full birth certificate under the terms of the agreement between Manchester Registration Service and MCC Rough Sleepers Team:**

**Signed:**

**Position:**

**Organisation:**

**Date:**

**Contact Telephone Number:**