



Camden Registration Service
London Borough of Camden
Town Hall
Judd Street
London
WC1H 9JE
Tel: 020 7974 1900
Email: crs@camden.gov.uk

Dear Sir/Madam,

This pack is for officially **changing any forenames (first and middle names) of your child within twelve months of the birth registration.**

The form 'Certificate of name given not in baptism' can be completed by any parent recorded on the birth registration. Please complete this if you wish to change any forename(s) of your child and have no intention of baptising him/her in the first twelve months after the registration. We enclose an example of what to enter in the spaces of the form for reference.

The form 'Certificate of name given in Baptism' can be used if you wish to change any forename(s) of your child from those you registered him/her in at the register office and have given a Christian baptism to them in the first twelve months from the registration. The baptism must have been in the new names you wish your child to be known as. The vicar or minister of the church needs to complete the form. They may charge you for this. We enclose an example of a completed form for reference.

Please be advised that on full birth certificates thereafter, your child's existing name will still appear in space 2. The updated forename(s) will show in space 17 'name given after registration.' On the short certificate, only the updated forename(s) will show. Please also note that you can only change any forename(s) of your child using these forms once, never on multiple occasions. These forms do not apply if you are correcting a forename (for example, if you spelt it incorrectly at the original registration). In this case, you must apply for a correction. Space 17 amendments are only for (i) when you change your mind about your child's forename(s) or (ii) for recording baptismal name(s) which were not given at the register office on the original registration.

Please post us your completed form together with the completed section below and any cheques as payment. We will process your request within five working days.

Yours faithfully,

Camden Registration Service

Complete this section and return with completed form:

FAO: Camden Registration Service

I enclose a completed 'Certificate of name given not in baptism' form.

I enclose a completed 'Certificate of name given in Baptism' form.

I require [insert number] full certificates showing the updated forename(s).

I require [insert number] short certificates showing the updated forename(s).

I enclose a cheque made payable to 'London Borough of Camden' for £10.00 per certificate required (short and full certificates are charged the same). The registration was more than two and a half months ago.

I enclose a cheque made payable to 'London Borough of Camden' for £7.00 per certificate required. The registration was within the last one and a half months.

Please phone me on _____ to take payment by card for certificates as I do not have a cheque book or am unsure if the price will be £10.00 or £7.00 per certificate.

BIRTHS AND DEATHS REGISTRATION ACT 1953
(Form prescribed by the Registration of Births and Deaths Regulations 1987)

CERTIFICATE OF NAME GIVEN NOT IN BAPTISM

within 12 months after registration of birth

I of
being the (a) of the male child born to
and on the day of whose birth was
registered in the register for births for the sub-district of
on the day of do hereby certify that the said child not having been given a name
in baptism was within twelve months after registration of his birth given the name
her*

Witness my hand this day of

Signature

CERTIFICATE OF ENTRY OF NAME

I certify that the above name has been entered by me in Entry Number in the register book of births for the
sub-district of in the quarter ended

Signed Superintendent Registrar*
Registrar

Date (over)

(a) Strike 'Father', 'Mother', 'Guardian' or as case may be

* Strike out whichever does not apply

NOTICE

If a child is given a forename or forenames within 12 months after the registration of its birth without having been baptised and the name so given is different from the name recorded in the birth register, or if no name has been recorded, the name given may be entered in the space provided for it in the birth register on production of a certificate in this form.

The certificate must be produced to the registrar or superintendent registrar who has custody of the register in which the birth was registered.

EXAMPLE FOR REFERENCE

BIRTHS AND DEATHS REGISTRATION ACT 1953

(Form prescribed by the Registration of Births and Deaths Regulations 1987)

CERTIFICATE OF NAME GIVEN NOT IN BAPTISM

within 12 months after registration of birth

I YOUR NAME of YOUR ADDRESS being the (a) MOTHER/FATHER of the (male) child born to MOTHERS NAME and FATHERS NAME (IF RECORDED) on the DAY day of MONTH & YEAR OF BIRTH whose birth was registered in the register for births for the sub-district of CAMDEN on the DAY day of MONTH & YEAR OF REGISTRATION do hereby certify that the said child not having been given a name in baptism was within twelve months after registration of his/her* birth given the name CHILDS FULL NAMES NOT INCLUDING SURNAMES Witness my hand this DAY day of MONTH & YEAR TODAY Signature SIGN HERE

CERTIFICATE OF ENTRY OF NAME

I certify that the above name has been entered by me in Entry Number in the register book of births for the sub-district of in the quarter ended

Signed Superintendent Registrar* Registrar Date (over)

(a) State 'Father', 'Mother', 'Guardian' or as case may be * Strike out whichever does not apply

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EXAMPLE FOR REFERENCE

This form to be used only for insertion of Baptismal name in a birth register (NOT - in the case of an adopted child - for insertion in the Adopted Children Register)

BIRTHS AND DEATHS REGISTRATION ACT 1953

(Form prescribed by the Registration of Births and Deaths Regulations 1987)

CERTIFICATE OF NAME GIVEN IN BAPTISM #

within 12 months after registration of birth

FATHER FITZPATRICK of ST. JOSEPHS CHURCH, 1 CAMDEN ROAD, NW1 do hereby certify that (according to the register of Baptisms for ST. JOSEPHS CHURCH now in my custody)* the (male) child stated to have been born on the (DATE OF BIRTH FOR CHILD) day of MOTHERS FULL NAME (DATE OF BAPTISM) and FATHERS FULL NAME (CERTIFICATE) was on the day of baptised by MINISTERS FULL NAME in the name CHILDS FULL NAME AT BAPTISM (DATE OF SIGNING) Witness my hand this day of MINISTERS SIGNATURE Signature Officiating Minister Person having custody of register

CERTIFICATE OF ENTRY OF BAPTISMAL NAME

I certify that the baptismal name has been entered by me in Entry No. in the register book of births for the sub-district of in the quarter ended

Signed Superintendent Registrar Registrar † Date

*Baptism means the rite or ceremony of the Christian Church To be deleted where the certificate is given by the person who baptised the child Strike out whichever does not apply

This form to be used only for insertion of Baptismal name in a birth register
(NOT - in the case of an adopted child - for insertion in the Adopted Children Register)

BIRTHS AND DEATHS REGISTRATION ACT 1953

(Form prescribed by the Registration of Births and Deaths Regulations 1987)

CERTIFICATE OF NAME GIVEN IN BAPTISM #
within 12 months after registration of birth

I.....of.....
do hereby certify that (according to the register of Baptisms for.....
now in my custody)* the $\frac{\text{male}}{\text{female}}$ † child stated to have been born on the.....day of.....19.....
to.....and.....
was on the.....day of.....19.....baptised by.....
in the name.....
Witness my hand this.....day of.....19.....

Signature.....
Officiating Minister
Person having custody of register

CERTIFICATE OF ENTRY OF BAPTISMAL NAME

I certify that the baptismal name has been entered by me in Entry No.....in the register book of births for
the sub-district of.....in the quarter ended.....

Signed..... Superintendent Registrar
Date..... Registrar †

#Baptism means the rite or ceremony of the Christian Church
*To be deleted where the certificate is given by the person who baptised the child
†Strike out whichever does not apply

(OVER)

NOTICE

The Births and Deaths Registration Act 1953 provides that when a child is given a name in baptism* within 12 months after registration of birth, that name can be inserted in the birth entry if the child's birth was registered in a different name or without a name.

This certificate should be completed and signed by the Minister or person who performed the baptism or who has custody of the register in which the baptism is recorded; he will be entitled to a fee of £1.00. The certificate should then be taken to the registrar or the superintendent registrar who has custody of the register in which the child's birth was registered. The registrar or superintendent registrar will enter the new name in the space provided for it in the child's birth entry. The name or names inserted entirely supersede any name of the child already appearing in the entry.

*Baptism means the rite or ceremony of the Christian Church.