

# General Register Office for Scotland Publication Scheme

## 8. Classes of Information

### Information about Our Organisation, Role and Internal Workings

We make the following classes of information about our internal organisation, decision-making processes and procedures publicly available:

#### Organisational structure and contact points

Information about how GROS is organised, what senior managers' responsibilities are, and about points of contact within the organisation.

Availability: [GROS website](#), by post on request

Cost: Free

#### Planning and Strategy

Information in GROS's business plan (GROSPLAN) about GROS's Strategic and Key Business objectives.

Availability: [GROS website](#), by post on request

Cost: Free

#### Projects

Information about major ongoing projects mentioned in GROSPLAN and contained in key documents produced for each project: the project initiation document (PID), the project plan and the minutes of each project's board, except where covered by an exemption under the Freedom of Information (Scotland) Act 2002 on grounds of commercial interests and the economy.

Availability: By post on request

Cost: Free

[Agenda, agreed minutes and papers from GROS's Departmental Strategy and Planning Group](#) (its highest-level management committee) and its [Audit Committee](#), except where covered by an exemption under the Freedom of Information (Scotland) Act 2002. Exemptions may include personal data about individuals and advice to Ministers.

Availability: By post on request

Cost: Free

#### Annual Accounts

This is our annual financial report incorporating audited resource accounts.

Availability: [GROS website](#), by post on request

Cost: Free

#### Internal Guidance

In the areas of finance, procurement, human resources, Ministers, legislation, the Scottish Parliament, Constitutional Guidance and Europe, GROS follows procedures

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laid down by the Scottish Executive. Information on these is available under the Scottish Executive's [Publication Scheme](#).

### Information from the Civil Registration System

The General Register Office for Scotland administers the registration of births, deaths, marriages, civil partnerships, divorces, dissolutions and adoptions. The Registrar General for Scotland makes the following classes of information publicly available:

#### Statutory Registers

The Registrar General makes indexes to these records available for searching and provides extract copies of them under Section 38 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965. These records are therefore exempt from freedom of information requests under section 25(2)(b)(i) of the Freedom of Information (Scotland) Act 2002.

Images and indexes of these records are covered by Crown Copyright, and they should not be copied, distributed, sold or published without permission. To enquire about permission, please see [contact list](#).

GROS holds the following series of statutory registers:

- Register of births (from 1855)
- Register of marriages (from 1855)
- Register of deaths (from 1855)
- Register of Corrections, Etc (from 1855) [ formerly Register of Corrected Entries]
- Minor records of births, deaths and marriages outside Scotland
- Marine register of births and deaths (from 1855)
- Air register (from 1948)
- Service records (from 1881)
- War registers (1899-1902, 1914-1918 and 1939-1945)
- Consular returns of births, deaths and marriages (from 1914)
- High Commissioners' returns of births and deaths (from 1964)
- Register of births, deaths and marriages in foreign countries (1860-1865)
- Foreign marriages (from 1947)
- Combined series (from 1975)
- Civil Partnership Register (from 2005)
- Index to statutory registers (from 1855)

Availability: In person at New Register House and local registration offices;  
Online at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk) (restricted to entries over 100 years old for births, 75 years old for marriages and 50 years for deaths);  
Searches for particular events by post, phone or fax.

Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £17 - further details on [GROS website](#) or free leaflet available on request;

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Extracts by post, phone or fax cost £13 - further details on [GROS website](#) or free leaflet available on request.

Register of divorces (from May 1984) / Register of Dissolutions of Civil Partnership (from December 2005)

Availability: In person at New Register House;  
By post, phone or fax.

Cost: Daily search fee at New Register House is £17 - further details on [GROS website](#) or free leaflet available on request;  
Extracts by post, phone or fax cost £13 - further details on [GROS website](#) or free leaflet available on request.

### Old Parish Registers (1553-1854)

The Registrar General makes the records of baptisms, marriages and proclamations of banns and burials available for searching under Section 38 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965. They are therefore exempt from freedom of information requests under section 25(2)(b)(i) of the Freedom of Information (Scotland) Act 2002.

Images and indexes of these records are covered by Crown Copyright, and they should not be copied, distributed, sold or published without permission. To enquire about permission, please see [contact list](#)

Old parish registers of baptisms (1553-1854)

Old parish registers of marriages and proclamations (1553-1854)

Indexes to baptisms and marriages (1553-1854)

Availability: In person at New Register House;  
Microform copies in selected libraries and archive centres world-wide;  
Indexes only online at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk);  
Searches for particular events by post or fax;  
Microfilm available for sale from Microfilm Unit (see [contact list](#)).

Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £17 - further details on [GROS website](#) or free leaflet available on request;  
Extracts by post or fax cost £13 - further details on [GROS website](#) or free leaflet available on request;  
Microfilm costs £45 per reel.

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### Old parish register of deaths and burials (1553-1854)

- Availability: In person at New Register House and some local registration offices;  
Microform copies in selected libraries and archive centres world-wide;  
Microfilm available for sale from Microfilm Unit (see [contact list](#)).
- Cost: Daily search fee at New Register House is £17 - further details on [GROS website](#) or free leaflet available on request;  
Extracts cost £13 - further details on [GROS website](#) or free leaflet available on request.  
Microfilm costs £45 per reel.

### Register of Neglected Entries (1801-1854)

Exempt under section 25(2)(b)(i) of the Freedom of Information (Scotland) Act 2002 as the Registrar General makes the records available for searching under Section 38 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965.

Images and indexes of these records are covered by Crown Copyright, and they should not be copied, distributed, sold or published without permission. To enquire about permission, please see [contact list](#)

- Availability: In person at New Register House and some local registration offices;  
Online at [www.scotlandsppeople.gov.uk](http://www.scotlandsppeople.gov.uk);  
Microform copies in selected libraries and archive centres world-wide;  
Microfilm available for sale from Microfilm Unit (see [contact list](#)).
- Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £17 - further details on [GROS website](#) or free leaflet available on request;  
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## Open Census Returns

Personal census information is exempt from Freedom of Information requests under section 38(1)(c), the exemption falling away after 100 years under section 58(2)(b). What this means is that records containing personal information about individuals from the censuses of 1911, 1921, 1931, 1951, 1961, 1966 (sample), 1971, 1981, 1991 and 2001 are closed for 100 years.

Census records for years 1841, 1851, 1861, 1871, 1881, 1891 and 1901 are open for public access. Open census information is exempt from freedom of information requests under section 25(2)(a) of the Freedom of Information (Scotland) Act 2002. Images and indexes of these records are covered by Crown Copyright, and they should not be copied, distributed, sold or published without permission. To enquire about permission, please see [contact list](#)

- Availability: In person at New Register House;  
Online at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk);  
Microform copies in libraries and archive centres world-wide;  
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Microfilm costs £45 per reel.

## Information about our services

This is information about the services provided by the Registration Division of the General Register Office for Scotland:

- Availability: GROS website; by post on request.  
Cost: Free

Topics included are:

[List of Main records in the Care of the Registrar General](#)

A list of the main series of records held by the Registrar General

[Registration](#)

How to register births, stillbirths and deaths (including those occurring abroad)

[Birth / Death /Marriage / Civil Patnership Certificates](#)

How to obtain certificates of births, deaths, marriages and civil partnerships

[Getting Married in Scotland](#)

Guidance on how to get married in Scotland

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### [Registering a Civil Partnership in Scotland](#)

Guidance on how to form a civil partnership in Scotland

### [Adoption in Scotland](#)

Guidance on adoption including tracing an original birth entry and contacting birth parents

### [Marriage / Civil Partnership Rooms in Scotland](#)

Photographs of, or information packs about, marriage/civil partnership rooms in some Registration Offices

### [Approved Places for Civil Marriage by Council](#)

A list of approved places for civil marriages (arranged by council)

### [Approved Places for Civil Marriage by Place Name](#)

A list of approved places for civil marriages (arranged by approved place)

### Other

#### [Directory of Registrars in Scotland](#)

A directory of registration offices

#### [Gender recognition](#)

How the Gender Recognition Act 2004 operates in Scotland in relation to the registration of birth

#### [Recording Changes of Forenames and Surnames in Scotland](#)

##### [A little history](#)

A history of registration (including a list of Registrars General from 1855)

### [Registration](#)

Background to the organisation of civil registration in Scotland (including legislation and the registers)

### [List of Parishes and Registration Districts](#)

A list of parishes and registration districts, old and new, the county or council area of each and the years of existence

### [GROS – Family Records](#)

Information about using the search facilities at New Register House in Edinburgh (including group evening visits (section on Visiting New Register House))

### [Searching on the Internet](#)

How to search parish records, civil registration and census records and wills and testaments on the Internet

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### Statistical Information

The General Register Office for Scotland takes the decennial census of Scotland's population and prepares and publishes demographic and other statistics for central and local Government, for medical research, and for the private sector.

Statistical Information available under this scheme is listed on the GROS website, with a list also available by contacting Statistics Customer Services (see [contact list](#)). This information can be found on the GROS statistics pages (<http://www.gro-scotland.gov.uk/statistics/index.html>)

Enquiries regarding statistical information not available on the web site or list or for hard copies of statistical information should be directed to Statistics Customer Services (see [contact list](#)). Charges may be made for providing statistical information in hard copy.