



**General Register Office for Scotland**  
*information about Scotland's people*

**Publication Scheme**

**April 2008**

## Table of Contents

1. INTRODUCTION TO THE PUBLICATION SCHEME	3
2. ABOUT GROS	3
3. PREPARING THE PUBLICATION SCHEME	6
4. ACCESSING INFORMATION UNDER THE SCHEME	7
5. INFORMATION THAT WE MAY WITHHOLD	7
6. OUR CHARGING POLICY	8
7. OUR COPYRIGHT POLICY	9
8. OUR RECORDS MANAGEMENT AND DISPOSAL POLICY	9
9. FEEDBACK	10
10. COMPLAINTS	10
11. HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME	11
12. CLASSES OF INFORMATION	12

## **1. INTRODUCTION TO THE PUBLICATION SCHEME**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

Alongside FOISA the Environmental Information (Scotland) Regulations 2004 (the EIRS) provides a separate right of access to any environmental information that we hold. In the case of GROS, this is limited to our own [Sustainable Development Policy](#), which covers the action we take in the maintenance of the Accommodation we occupy, and our [Health and Safety policies and procedures](#).

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRS. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme*.

## **2. ABOUT GROS**

### **2.1 Who we are and what we do.**

The General Register Office for Scotland (GROS) is headed by the Registrar General of Births, Deaths and Marriages for Scotland, Duncan Macniven. We administer the registration of events such as births, deaths, marriages, civil partnerships, divorces, dissolutions of civil partnerships and adoptions, and are responsible for the statutes relating to the formalities of marriage, civil partnerships and the conduct of civil marriages and of civil partnerships. We are the main source of Scottish family history records. We take the decennial census of Scotland's population and prepare and publish demographic and other statistics for central and local Government, for medical research, and for the private sector. We also maintain for the Scottish Government the National Health Service Central Register (NHSCR).

The Registrar General has a statutory duty to report each year on various statistical matters. This annual report ([The Registrar General's Annual Review of Demographic Trends](#)) is then laid before The Scottish Parliament by the First Minister. We also publish our Annual Accounts on our website along with a review of performance to demonstrate what we achieve for the funds that are allocated to us by the Scottish Parliament.

## 2.2 How we are organised.

GROS is divided into four main business areas (Divisions). These are:-

- Corporate Services (finance, information technology, human resources and accommodation)
- Registration Division (civil registration, access to records and genealogy services)
- Demography Division (demographic statistics, vital events and NHSCR)
- Census Division (preparing for the next Census)

An organisation chart showing the structure of GROS can be found on our website [here](#)

GROS does not own any companies.

## 2.3 About the scheme.

The aim of this publication scheme is to set out:-

- What information we publish or intend to publish as a matter of course.
- How this information will be published.
- Whether the information will be available free of charge or on payment.

Our intention is to publish all key information about ourselves and about the information that we gather, in accordance with our commitment to openness and transparency embodied in the [National Statistics Code of Practice](#), but taking account of our requirement therein, to protect the confidentiality of data collected for statistical purposes.

Alongside FOISA, the EIRS provide a separate right of access to the environmental information that we hold.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRS. For further information on accessing information not covered by this scheme, refer to section 11

Occasionally, GROS receives a request for non-routine information. Details of these requests can be found at [Non Routine Freedom of Information Requests](#).

GROS aims to be as open as possible. However, information may be withheld from any of the classes of information listed in our publication scheme, where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information which might substantially prejudice the

commercial interests of an organisation, or which would breach the law on confidentiality. We will also withhold information which is classed as personal data under the Data Protection Act 1998. If you want to know more about how exemptions work under the Act, guidance on each exemption can be found on the website of the Scottish Information Commissioner at [www.itspublicknowledge.info/YourRights/YourRights.asp](http://www.itspublicknowledge.info/YourRights/YourRights.asp)

## 2.4 Contacting GROS

### **Leaflets and information about access to records, and enquiries about the registration service:**

General Register Office for Scotland  
New Register House  
Edinburgh  
EH1 3YT  
Tel: 0131 334 0380  
Fax: 0131 314 4400  
E-mail: [records@gro-scotland.gsi.gov.uk](mailto:records@gro-scotland.gsi.gov.uk)

### **Orders for birth, death, marriage, divorce, civil partnership or dissolution certificates:**

General Register Office for Scotland  
New Register House  
Edinburgh  
EH1 3YT  
Tel: 0131 314 4411  
Fax: 0131 314 4400

**Note:** At present we do not accept orders for certificates via e-mail.

### **Enquiries about statistical rather than individual information, for example from the 2001 Census:**

Statistics Customer Services  
Dissemination and 2001 Census Analysis Branch  
General Register Office for Scotland  
Ladywell House  
Ladywell Road  
Edinburgh  
EH12 7TF  
Tel: 0131-314 4299  
Fax: 0131-314 4696  
Email: [customer@gro-scotland.gsi.gov.uk](mailto:customer@gro-scotland.gsi.gov.uk)

### **Enquiries about this publication scheme:**

Strategy and Information Management Secretariat  
General Register Office for Scotland  
Ladywell House  
Ladywell Road  
Edinburgh  
EH12 7TF  
Tel: 0131 314 4355  
Fax: 0131 314 4371  
E-mail: [FOI@gro-scotland.gsi.gov.uk](mailto:FOI@gro-scotland.gsi.gov.uk)

### **Complaints about GROS's publication scheme:**

Head of Corporate Services  
General Register Office for Scotland  
Ladywell House  
Ladywell Road  
Edinburgh  
EH12 7TF  
Tel: 0131 314 4220  
Fax: 0131 314 4693  
Email: [FOI@gro-scotland.gsi.gov.uk](mailto:FOI@gro-scotland.gsi.gov.uk)

### **To contact the Scottish Information Commissioner about any aspect of this scheme:**

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews, Fife  
KY16 9DS  
Tel 01334 464610  
Fax: 01334 464611  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

## **3. PREPARING THE PUBLICATION SCHEME**

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information we hold which relates to:

- The services we provide;
- The costs of those services;
- The standard of those services;
- The facts that inform the impartial decisions that we take; and
- The reasoning that informs our decisions.

In preparing this publication scheme GROS has updated its previous schemes and sought feedback from the internal 'owners' of the information held. In addition we

have updated the scheme in the light of guidance from the Scottish Government, of which we are an associated department, and the Office of the Scottish Information Commissioner (OSIC)

#### **4. ACCESSING INFORMATION UNDER THE SCHEME**

##### Making a Request

If you are making a request under FOI, Data Protection or Environmental Information Regulations you may find this leaflet issued by the Scottish Government useful.

[www.scotland.gov.uk/Resource/Doc/923/0053725.pdf](http://www.scotland.gov.uk/Resource/Doc/923/0053725.pdf).

##### How to access the information GROS holds.

Most of the information listed in our publication scheme is available online, on one of four websites:

- [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk) - indexes and images of historical statutory registers of births, marriages and deaths, census records and Old Parish Registers.
- [www.scrol.gov.uk](http://www.scrol.gov.uk) - statistical information from the 2001 census of Scotland.
- [www.gro-scotland.gov.uk](http://www.gro-scotland.gov.uk) - all other types of information.
- [www.scotlandspeoplehub.gov.uk](http://www.scotlandspeoplehub.gov.uk) – information about the joint ScotlandsPeople Scottish family history service project by partners GROS, National Archives of Scotland and the Court of the Lord Lyon.

Information can be requested over the telephone (see [contact list](#)). Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary

Most information is also available in a paper copy form. Information will be posted on request, following receipt of any fee applicable (see [Classes of Information](#)). Please use the contact details below ([contact list](#)) to send your request.

Where no such link is present, you can use the “Search” facility on the [GROS Website Homepage](#). If you are still having trouble finding any document listed under our scheme, or in identifying the information you want to access, then please [contact us](#) for further assistance.

#### **5. INFORMATION THAT WE MAY WITHHOLD**

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld, but only where FOISA expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests. Information may be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld, we will inform you of this and will set out why that information cannot be released. Even when information is withheld it may, in many cases be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to [Section 10 – Complaints](#).

### Exemptions

In the case of closed census records, information is specifically exempt under Sections 38 and 58 of the Freedom of Information (Scotland) Act 2002).

In the case of adoption and gender recognition records; GROS has a duty under the Data Protection Act 1998 and The Gender Recognition Act (2004) to restrict access to these records to the data subject or someone authorised by them.

The NHS Central Register is a confidential database, accessible only to a list of bodies approved by the Scottish Parliament. The information provided to these bodies is the minimum necessary for them to do their work. So, for example, local authorities are not provided with the restricted medical information on the Register.

Links are given to the appropriate parts of the GROS website where more information on these records can be found.

- Census records less than 100 years old (exempt under Sections 38 and 58 of the Freedom of Information (Scotland) Act 2002)
- Adopted Children's Register [here](#)
- Gender Recognition Register [here](#)
- National Health Service Central Register (NHSCR) [here](#)

## **6. OUR CHARGING POLICY**

Much of the information listed in this scheme is free; for others a charge may be levied. The charges will vary according to the way in which the information is made available, which is specified for each class within the scheme. For some information, a charge is laid down in statute - again, this is indicated for relevant classes in the scheme as stated in Section 12. We do not generally make a separate charge for photocopying or postage except in the case of [The Registrar General's Annual Review of Demographic Trends](#) which is available on our website but for which we charge £7 + £3 postage and packing if you request a hard copy.

For details of records and services for which we charge please see the following leaflets on our website:

[For Registration and Family Records Information](#)

[www.gro-scotland.gov.uk/files1/family-records/leaflet3.pdf](http://www.gro-scotland.gov.uk/files1/family-records/leaflet3.pdf)

[www.gro-scotland.gov.uk/files1/family-records/leaflet2.pdf](http://www.gro-scotland.gov.uk/files1/family-records/leaflet2.pdf)

For statistical information see [here](#)

## **7. OUR COPYRIGHT POLICY**

GROS is a Crown body and the information we produce is subject to Crown copyright, which is administered by the Queen's Printer for Scotland. The material listed in this publication scheme is Crown copyright unless stated otherwise. The copyright in some of the material which may be found in this publication scheme has been waived. This means that you can re-use this material freely. Categories of material for which copyright has been waived include: press notices, legislation, and explanatory notes on the legislation; ministerial speeches; consultation documents; documents featured on official websites (except where expressly indicated otherwise); headline statistics; and unpublished public records. More details of these and other categories can be found at: <http://www.oqps.gov.uk>

For other types of material, the supply of documents under the FOISA does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any of the material included in this publication scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patent Act 1988 (sections 29 and 30) for the purposes of research and non-commercial purposes, private study, criticism, review and new reporting.

Details of the arrangements for re-using Crown copyright material can be found on the website of the Office of Public Sector Information at <http://www.opsi.gov.uk/click-use/index.htm>

Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned.

## **8. OUR RECORDS MANAGEMENT AND DISPOSAL POLICY**

The primary function of GROS is the collation and dissemination of information therefore we consult closely with our colleagues in the National Archives of Scotland (NAS) to ensure that we follow best practice in archiving and storing the information we hold. Much of the information held by us is of historical significance and will be held in perpetuity.

In the administration of our business we follow best records management practice set out by the Scottish Government in their [Code of Practice on Records Management](#) (as laid before the Scottish Parliament on 10th November 2003 pursuant to section 61(6) of the Freedom of Information (Scotland) Act 2002) and are developing our own electronic document repository.

Files are subject to retention periods in accordance with legislation and best practice recommendations from NAS and SG.

## **9. FEEDBACK**

The Freedom of Information (Scotland) Act 2002 requires public authorities not only to maintain a publication scheme approved by the Scottish Information Commissioner but also from time to time to review the scheme. As part of this process we would be glad to receive any comments or suggestions on the publication scheme. Comments or suggestions for particular classes of information to which we might in future commit to publishing under the scheme would also be welcomed.

Please send any comments to Strategy and Information Management Secretariat (see [contact list](#)).

## **10. COMPLAINTS**

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact the Head of Corporate Services (see [contact list](#)).

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing<sup>1</sup> or another recordable format. If you are still unhappy with our responses you can ask us to review it and if you are still unhappy you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews

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<sup>1</sup> Oral requests for environmental information carry similar rights.

Fife  
KY16 9DS  
Tel: 01334 464610  
Fax: 01334 464611  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info/](http://www.itspublicknowledge.info/)

## **11. HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. The EIRS separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write or e-mail us at [this address](#).

### **Charges for information which is not available under the scheme:**

The charges for information which *is* available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### **Charges for environmental information:**

Charges for environmental information requested not through the scheme will be made in accordance with the calculations in the previous paragraph above.

Requests for your own personal data:

See our section on Registration [here](#)

## **12. CLASSES OF INFORMATION**

### **12.1 Corporate Information**

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

#### Organisational and Management Structure

Information about how GROS is organised.

Availability: GROS website, by post on request

Cost: Free

Also see section [Section 2.2](#) of this document

#### Roles and Responsibilities

The roles and responsibilities of senior managers.

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

Cost: Free

#### Major policy proposals and decisions

Will be published in the news area of our website [here](#)

#### Legislation governing GROS functions.

Census Act 1920,  
Population (Statistics) Acts 1938 and 1960,  
Registration of Births, Deaths and Marriages (Scotland) Act 1965,  
Presumption of Death (Scotland) Act 1977,  
Marriage (Scotland) Acts 1977 and 2002,  
Adoption (Scotland) Act 1978,  
Human Fertilisation and Embryology Act 1990,  
Civil Partnership Act 2004  
Gender Recognition Act 2004.  
Local Electoral Administration and Registration Services (Scotland) Act 2006

Availability: [Office of Public Sector Information website](#)

Cost: Free

## Meeting Minutes

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

## Locations and contact details.

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

Cost: Free

Or in this document at [Section 2.4](#)

## Working partnerships and relationships

The General Register Office for Scotland has close links with the office for National Statistics in England and Wales.

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

Cost: Free

## Agreements with third parties - Contracts

As an Associated Department of the Scottish Government, GROS makes use of many of their call-off contracts, framework contracts and framework agreements/arrangements<sup>2</sup>; details of these can be found on the Scottish Government Website [here](#)

However GROS also have some call-off contracts, framework contracts and framework agreements/arrangements which will be published on our website in the near future and are currently available by post.

Availability: By post on request

Cost: Free

## Procurement Information

In matters of procurement GROS adheres to the practices laid down by the Scottish Government in their section on Procurement in the Scottish Public Finance Manual. The relevant section can be found [here](#). We have however produced our own internal guidance for staff. Exemptions may include personal data about individuals.

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<sup>2</sup> A framework agreement is an agreement with providers which sets out terms and conditions under which specific purchases ('Call offs') can be made throughout the terms of the agreement. If the agreement includes a commitment by the procurer to buy something from the providers then this is classified as a **framework contract**.

Availability: By post on request  
Cost: Free

Information on the planning and procurement for the 2011 Census can be found on our website [here](#)

### Projects

Information about major ongoing projects mentioned in GROSPlan (GROS's business plan) and contained in key documents produced for each project. For example, 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.

Availability: By post on request  
Cost: Free

### **Financial Information**

#### Annual Accounts

This is our annual financial report incorporating audited resource accounts.

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

#### Budget Forecasts

Our budget forecast form a page in the budget bill publications issued by the SG the latest of these can be found on their website [here](#)

### **Strategies and performance**

#### Strategic and Key Objectives and Plans

Information in GROS's business plan (GROSPlan) about GROS's Strategic and Key Business objectives were first published on our website for the year 2007-08 and will be published for each year thereafter.

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

#### Organisational and departmental performance reviews

This is our annual performance review (APR) incorporating the key achievements from resources spent during the year. Note: this differs from the [Registrar General's](#)

[Annual Report on Demographic trends](#) which deals mainly with the statistical information we produce.

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

Cost: Free

### Service Standards

For our service standards for statistical information

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

Cost: Free

For our service standards for Family Records

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

Cost: Free

For our service standards for processing invoices we comply with current SG policy and our service standards are the same as those used in the Scottish Government in accordance with the guidance given in the [SG Procurement guide](#), i.e. this will usually be 30 days from the date of receipt of a valid invoice or satisfactory receipt of the goods/services whichever is the later.

## **Communications and Publications**

### Formal Publications

GROS produces a large range of statistical publications which can be found on our website [www.gro-scotland.gov.uk](http://www.gro-scotland.gov.uk)

- [Population](#)
- [Migration](#)
- [Births, Deaths, Marriages and Civil Partnerships](#)
- [Divorces and Adoptions](#)
- [Household Estimates and Projections](#)
- [Life Expectancy](#)
- [Popular Names](#)
- [Electoral Statistics](#)
- [Census](#)
- [Geography](#)
- [Scotland's Demography Research Programme](#)
- [Time Series Datasets](#)

## **GROS Sustainable Development and Environmental Policy**

Availability: By post on request

Cost: Free

## **Equality Policies**

### **Gender Equality Scheme (June 2007)**

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

Cost: Free

### **Disability Equality Scheme (December 2006)**

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

Cost: Free

### **Race Equality Scheme (November 2005) -**

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

Cost: Free

## **Health and Safety**

Our Health and Safety guidance for staff

Availability: By post on request

Cost: Free

## **Services and Procedures shared with the Scottish Government**

For the following categories of information GROS follows procedures laid down by the Scottish Government. Information on these is available under the [Scottish Government's Publication Scheme](#).

- Job Specifications and Descriptions
- Recruitment Information including vacancies
- Scotland's budget and spending review
- Media Briefing
- Advertising and Marketing
- Public consultation documents
- Human resources information
- Guidance on Finance and Procurement
- Ministers, Parliament and legislation

### **12.2 Registration Information**

Details about Our Standard of Service for Family Records can be found [here](#).

## **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 and Section 58 of the Local Electoral Administration and Registration Services (Scotland) Act 2006. 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, content 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 Divorces (from 1984)
- Civil Partnership Register (from 2005)
- Register of Dissolutions of Civil Partnerships (from 2005)
- 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)
  - 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 £10 - 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.

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: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £10 - 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, content 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;  
Indexes and digital images may be searched in person at New Register House or online at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk);  
Searches for particular events by post or fax.

Microform copies in selected libraries and archive centres world-wide.

Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £10 - 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 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.

Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £10 - 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.

### 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, content 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.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk);  
Microform copies in selected libraries and archive centres world-wide.

Cost: ScotlandsPeople website access fee £6 and official extracts ordered online £10;  
Daily search fee at New Register House is £10 - 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.

### General information about the services provided by Registration Division.

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 Partnership Certificates](#)

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

### [Getting Married in Scotland](#)

Guidance on how to get married in Scotland

### [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

### [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

## **12.3 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.

The statistical information that we publish on our website is constantly being added to. The current list of Statistical Information available under this scheme can be found on the GROS statistics pages ([www.gro-scotland.gov.uk/statistics/index.html](http://www.gro-scotland.gov.uk/statistics/index.html)). The list is also available by contacting Statistics Customer Services (see [contact list](#)).

- 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 or for producing customised statistics from our raw data and are calculated as follows:
- Requests that take less than one hour of staff time are provided free of charge.
- Requests taking more than an hour are charged at £20 per hour.
- Certain tradable information may be charged at a more commercial rate.

Details of the standards of service for statistical information can be found [here](#).

## **12.4 Census Information**

### **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 from the year of the census.

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, content 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);  
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