



# GENERAL REGISTER OFFICE *for* SCOTLAND

## *information about Scotland's people*



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## HOW TO OBTAIN AN OFFICIAL EXTRACT FROM THE 1939 NATIONAL IDENTITY REGISTER

### 1 BACKGROUND

In 1939, the National Registration Act ordered a register of everybody living in the UK - for the purpose of issuing identity cards, ration books and call-up papers. The register has been kept secret because the 1939 Act prohibited publication of the information but under the Freedom of Information (Scotland) Act 2002 that restriction has been reviewed and details about people who have since died are now being made available. The Register records personal information of great interest to family historians - name, address in 1939, marital status, age and occupation.

Please note that the layout of formal extracts from the 1939 National Identity Register is covered by Crown Copyright and cannot therefore be reproduced without specific permission from GROS. Should you wish to reproduce the extract in any format including on the Web, in films and in print then please write to the address below, seeking permission.

General Register Office for Scotland  
Cairnsmore House  
Crichton Business Park  
Bankend Road  
Dumfries  
DG1 4GW

### 2 HOW DO I APPLY FOR AN OFFICIAL EXTRACT FROM THE REGISTER

**Information Required** – Surname, Forename(s), Date of Death and Date of Birth (if known) of the person who is the subject of the enquiry. **If the death was registered out with Scotland you must also provide us with a copy of the individual's death certificate to enable us to process your application**

Method of Request	Cost	Target From date of order	No trace charge
POST - Form NR1	£13	Issue within 15 working days	£5

Completed applications should be sent to the address at the top of this leaflet together with payment and a copy of the death certificate (if required).

### **3 PAYMENT**

**We accept payment by Debit/Credit card, Sterling cheque and British postal order.**

If paying by Credit/Debit card please quote your card number, cardholder's name, signature and address, start/expiry dates, security code (the 3 digit number on the reverse of the card) and, for Maestro transactions, the issue number where applicable. This will allow us to charge the correct amount whether the requested entry is traced or not. Payments by sterling cheque/British postal order should be crossed and made payable to 'The Registrar General'. If, when paying by cheque or postal order, we will refund, by cheque, any excess funds remitted over £4. We will not automatically refund monies below this amount.

If you find there is any difficulty or delay in getting the certificate you want, please write to the Extract Services Manager or telephone 0131 314 4446