New Register House Edinburgh EH1 3YT

Switchboard 0131 334 0380 (+44 131 334 0380)
Extract Ordering Service 0131 314 4411 (+44 131 314 4411)
Fax 0131 314 4400 (+44 131 314 4400)
E-mail records@gro-scotland.gsi.gov.uk
Web http://www.nrscotland.gov.uk

How to obtain an official extract from our records

1 Statutory record (birth, death, marriage, still birth, adoption, divorce, civil partnership and dissolution of civil partnership in Scotland)

Information required **–** full name of individual(s) concerned, date and place of the event. If a common surname, further details such as parent's names are required. Abbreviated certificates are available for births and deaths at the same charge. In the case of service deaths we require the individual's rank, regiment and number. For adoption records we require the full adoptive name, date of birth and adoptive parent's names. For recently granted adoptions, please quote the Court and date of the adoption order.

Business Hours 9.00 to 16.30 Monday - Friday (Extract Order Service 0131 314 4411)

Method of Request	Cost	Target From date of order	No trace charge for each five years (or part thereof)
In Person at New Register House - **Priority Service**	£15 £30	Issue within 5 working days Ordered before 1 pm – Issue 4 pm same day Ordered after 1 pm – Issue by 11 am next working day	£5 Not Applicable
ScotlandsPeople Centre	£10	Issue within 5 working days	Not Applicable
Telephone, Post, Fax or Form SU3 – **Priority Service**	£15 £30	Issue within 8 working days Issue next working day	£5 £20

2 Open Census Record (1841 to 1911)

Information Required **-** Year of Census, name and address

Method of Request	Cost	Target From date of order	No trace charge for each census
ScotlandsPeople Centre	£10	Issue within 5 working days	Not Applicable
Post, Fax or Form SU9	£15	Issue within 8 working days	£5

3 Old Parish Record (1553 to 1854)

Information Required -

Birth/Baptism - Full name, date or year, parent's names and place of birth (if known)
Banns/Marriage - Full name of both parties, year and place of marriage (if known)
Death/Burial - Full name, date or year of death and precise place of death

Method of Request	Cost	Target From date of order	No trace charge for each five years (or part thereof)
ScotlandsPeople Centre	£10	Issue within 5 working days	Not Applicable
Post and Fax or Form SU3	£15	Issue within 8 working days	£5

4 No trace divorce record

Although not an official extract, we issue a formal letter in support of a divorce application through the Courts as evidence of an individuals marital status within Scotland. This letter has to cover the period from the date of marriage to the present date. Both parties' names, date and place of marriage must be provided.

In person at New Register House, by post, fax or form SU19, £5.00 for each five year period from the date of marriage.

5 We accept payment by these methods

Order made in person at New Register House	Order by post	Order by telephone or fax
Cash Debit/Credit card Sterling cheque with cheque card Travellers' cheque in sterling	Debit/Credit card Sterling cheque British postal order	Debit/Credit card

If you apply in person at New Register House, you may pay in cash, but please do not send us cash by post. 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 event 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

6 Online

www.scotlandspeople.gov.uk is a fully searchable pay-per-view website which gives access to birth, marriage and death records; open census material from 1841 to 1911 and Scottish wills and testaments from 1513 to 1925. Find out more by visiting the site.