

**2008 No. 386**

**REGISTRATION OF BIRTHS, DEATHS,  
MARRIAGES, ETC.**

**The Book of Scottish Connections Regulations 2008**

*Made* - - - - - *24th November 2008*

*Laid before the Scottish Parliament* *25th November 2008*

*Coming into force* *5th January 2009*

The Registrar General makes the following Regulations in exercise of the powers conferred by sections 54(6)(b) and (c), 55(2), (6) and (9) and 61(2)(a) of the Local Electoral Administration and Registration Services (Scotland) Act 2006(a) and all other powers enabling him to do so.

The Scottish Ministers have approved the making of these Regulations in accordance with section 60(1) of the 2006 Act.

**Citation and commencement**

1. These Regulations may be cited as the Book of Scottish Connections Regulations 2008 and come into force on 5th January 2009.

**Interpretation**

2.—(1) In these Regulations—

“the Act” means the Local Electoral Administration and Registration Services (Scotland) Act 2006;

“birth” includes a still-birth;

“the BSC” means the Book of Scottish Connections(b);

“the BSC index” means the index maintained by the Registrar General under section 55(3) of the Act;

“general search” means a search (other than an internet search) of the BSC index over any period of years for any number of entries, made by any person with the permission of the Registrar General or the district registrar;

“internet search” means a search of the BSC index made available on the internet, made by any person by means of the internet with the permission of the Registrar General;

“internet search session” means the period of time beginning with the time at which a person has—

(a) access to the BSC index on the internet; and

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(a) 2006 asp 14 (“the 2006 Act”); section 60 contains and applies definitions of “prescribed” and “Registrar General” relevant to the exercise of statutory powers under which these Regulations are made.

(b) The BSC is kept under sections 54 and 55 of the 2006 Act.

(b) agreed to pay the prescribed fee for an internet search session, and ending

(a) 90 days after that time; or if sooner,

(b) with the time at which that person has retrieved 30 computer screens or part screens of index data;

“particular search” means a search of the BSC index for a specified entry caused to be made by the Registrar General or made by a district registrar; and

“search” means a general search, an internet search or, as the case may be, a particular search.

(2) A form of application prescribed by regulation 3 may be in the form of an electronic communication, which can be recorded and is capable of being reproduced, containing an electronic signature which has been certified within the meaning of sections 7 and 15 of the Electronic Communications Act 2000(a).

### **Application forms**

3. The form of application prescribed for the purposes of section 54(6)(b) of the Act—

(a) for the recording of a birth in the BSC, shall be in the form set out in Schedule 1;

(b) for the recording of a death in the BSC, shall be in the form set out in Schedule 2;

(c) for the recording of a marriage in the BSC, shall be in the form set out in Schedule 3; and

(d) for the recording of a civil partnership in the BSC, shall be in the form set out in Schedule 4.

### **Form of entries**

4. An entry in the BSC, prescribed for the purposes of section 55(2) of the Act—

(a) recording a birth, shall be in the form set out in Schedule 5;

(b) recording a death, shall be in the form set out in Schedule 6;

(c) recording a marriage, shall be in the form set out in Schedule 7; and

(d) recording a civil partnership, shall be in the form set out in Schedule 8.

### **Fees payable to Registrar General**

5. The fees payable under the provisions of the Act specified in column 1 of Schedule 9 for the services described in column 2 (applications, copies of entries and searches) are the amounts specified in column 3.

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(a) 2000 c.7, as amended by paragraph 158 of Schedule 17 to the Communications Act 2003 (c.21).

**Fees payable to district registrars**

6. The fees payable under the provisions of the Act specified in column 1 of Schedule 10 for the services described in column 2 (copies of entries and searches) are the amounts specified in column 3.

New Register House,  
Edinburgh  
21st November 2008

*PAUL M PARR*  
Deputy Registrar General for Scotland

Approved by the Scottish Ministers

St Andrew's House  
Edinburgh  
24th November 2008

*JIM MATHER*  
Authorised to sign by the Scottish Ministers

SCHEDULE 1

Regulation 3(a)

Application for recording a birth

Form BSC 1



APPLICATION FOR AN ENTRY TO BE MADE IN THE BOOK OF SCOTTISH CONNECTIONS (Section 54 of the Local Electoral Administration and Registration Services (Scotland) Act 2006)

BIRTH

This form is to be used to apply for the details of a birth that occurred outwith Scotland to be recorded in the Book of Scottish Connections.

The person whose birth is to be recorded qualifies if

- one of their parents or grandparents was born in Scotland, or
• there is an entry in the Book of Scottish Connections in respect of any event relating to one of the person's parents or grandparents.

A copy of the entry in the Book will be issued in respect of each application. Additional copies can also be purchased at the time of the application, or at any time later. Full details are given in the accompanying information leaflet which should be read before completing this form.

SECTION 1 - APPLICANT'S DETAILS

Name: .....

Postal address: .....

.....
.....

E-mail address: .....

Telephone number: .....

SECTION 2 - DETAILS OF THE PERSON WHOSE BIRTH IS TO BE RECORDED

Full forename(s): .....

Full surname(s): .....

Country of birth: .....

Date of birth (DD/MM/YYYY): .....

**SECTION 3 – DETAILS OF THE SCOTTISH CONNECTION**

**A. The person whose birth is the subject of this application has a parent or grandparent who was born in Scotland.**

*(Please give details of the parent's or grandparent's birth)*

Full forename(s): .....

Full surname(s): .....

Place of birth: .....

Date of birth (DD/MM/YYYY): .....

**OR**

**B. The person whose birth is the subject of this application has an existing entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents.**

*(Please give details of the existing event in the Book of Scottish Connections)*

State type of event (*birth, death, marriage etc.*): .....

Full forename(s): .....

Full surname(s): .....

Country in which event occurred: .....

Date event occurred (DD/MM/YYYY): .....

**SECTION 4 – SUPPORTING DOCUMENTATION AND FEES**

Please enclose an original or certified copy of the person's birth certificate, along with a translation into English of the information contained in that certificate (*if applicable*).

If additional copies of the entry in the Book are required, please state how many: .....

Please enclose the total fee(s) in pounds sterling (*see information leaflet for details*): £.....

**SECTION 5 – APPLICANT'S SIGNATURE**

Signed: ..... Date: .....

*Please return this form, with the supporting documentation and appropriate fee, to:*

**Book of Scottish Connections Section**

**General Register Office for Scotland**

**Room 38**

**New Register House**

**3 West Register Street**

**EDINBURGH**

**Scotland, EH1 3YT**

**Tel: 0131 314 4553 (International dialling 44 131 314 4553)**

## SCHEDULE 2

Regulation 3(b)

### Application for recording a death

**Form BSC 2**



**APPLICATION FOR AN ENTRY TO BE MADE IN  
THE BOOK OF SCOTTISH CONNECTIONS**  
(Section 54 of the Local Electoral Administration and Registration  
Services (Scotland) Act 2006)

#### DEATH

This form is to be used to apply for the details of a death that occurred **outwith** Scotland to be recorded in the Book of Scottish Connections.

The person whose death is to be recorded qualifies if

- they were born in Scotland, or
- one of their parents or grandparents was born in Scotland, or
- there is an entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents, or
- the person was normally resident in Scotland at the time of their death.

A copy of the entry in the Book will be issued in respect of each application. Additional copies can also be purchased at the time of the application, or at any time later. Full details are given in the accompanying information leaflet which should be read before completing this form.

#### **SECTION 1 – APPLICANT’S DETAILS**

**Name:** .....

**Postal address:** .....

.....  
.....

**E-mail address:** .....

**Telephone number:** .....

#### **SECTION 2 – DETAILS OF THE PERSON WHOSE DEATH IS TO BE RECORDED**

**Full forename(s):** .....

Full surname(s): .....

Country of death: .....

Date of death (DD/MM/YYYY): .....

**SECTION 3 – DETAILS OF THE SCOTTISH CONNECTION**

**A. The person whose death is the subject of this application was born in Scotland, or has a parent or grandparent who was born in Scotland.**

*(Please give details of the deceased's birth or details of their parent's or grandparent's birth)*

Full forename(s): .....

Full surname(s): .....

Place of birth: .....

Date of birth (DD/MM/YYYY): .....

**OR**

**B. The person whose death is the subject of this application has an existing entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents.**

*(Please give details of the existing event in the Book of Scottish Connections)*

State type of event (birth, death, marriage etc.): .....

Full forename(s): .....

Full surname(s): .....

Country in which event occurred: .....

Date event occurred (DD/MM/YYYY): .....

**OR**



**C. The person whose death is the subject of this application was normally resident in Scotland at the following address at the time of their death:**

Postal address: .....  
.....  
.....

**SECTION 4 – SUPPORTING DOCUMENTATION AND FEES**

Please enclose an original or certified copy of the person’s death certificate, along with a translation into English of the information contained in that certificate (*if applicable*).

If additional copies of the entry in the Book are required, please state how many: .....

Please enclose the total fee(s) in pounds sterling (*see information leaflet for details*): £.....

**SECTION 5 – APPLICANT’S SIGNATURE**

Signed: .....Date: .....

*Please return this form, with the supporting documentation and appropriate fee, to:*

**Book of Scottish Connections Section  
General Register Office for Scotland  
Room 38  
New Register House  
3 West Register Street  
EDINBURGH, Scotland, EH1 3YT  
Tel: 0131 314 4553 (International dialling 44 131 314 4553)**

# SCHEDULE 3

Regulation 3(c)

## Application for recording a marriage

**Form BSC 3**



**APPLICATION FOR AN ENTRY TO BE MADE IN  
THE BOOK OF SCOTTISH CONNECTIONS**  
(Section 54 of the Local Electoral Administration and Registration  
Services (Scotland) Act 2006)

### MARRIAGE

This form is to be used to apply for the details of a marriage that occurred **outwith** Scotland to be recorded in the Book of Scottish Connections.

The person whose marriage is to be recorded qualifies if

- they were born in Scotland, or
- one of their parents or grandparents was born in Scotland, or
- there is an entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents, or
- the person was normally resident in Scotland at the time of their marriage.

A copy of the entry in the Book will be issued in respect of each application. Additional copies can also be purchased at the time of the application, or at any time later. Full details are given in the accompanying information leaflet which should be read before completing this form.

#### **SECTION 1 – APPLICANT’S DETAILS**

**Name:** .....

**Postal address:** .....  
.....  
.....

**E-mail address:** .....

**Telephone number:** .....

#### **SECTION 2 – DETAILS OF THE PERSON WHOSE MARRIAGE IS TO BE RECORDED**

**Full forename(s):** .....

Full surname(s): .....

Country of marriage: .....

Date of marriage (DD/MM/YYYY): .....

**SECTION 3 – DETAILS OF THE SCOTTISH CONNECTION**

**A. The person whose marriage is the subject of this application was born in Scotland, or has a parent or grandparent who was born in Scotland.**

*(Please give details of the person's birth or details of their parent's or grandparent's birth)*

Full forename(s): .....

Full surname(s): .....

Place of birth: .....

Date of birth (DD/MM/YYYY): .....

**OR**

**B. The person whose marriage is the subject of this application has an existing entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents.**

*(Please give details of the existing event in the Book of Scottish Connections)*

State type of event (birth, death, marriage etc.): .....

Full forename(s): .....

Full surname(s): .....

Country in which event occurred: .....

Date event occurred (DD/MM/YYYY): .....

**OR**

**C. The person whose marriage is the subject of this application was normally resident in Scotland at the following address at the time of their marriage:**

Postal address: .....  
.....  
.....

**SECTION 4 – SUPPORTING DOCUMENTATION AND FEES**

Please enclose an original or certified copy of the person’s marriage certificate, along with a translation into English of the information contained in that certificate *(if applicable)*.

If additional copies of the entry in the Book are required, please state how many: .....

Please enclose the total fee(s) in pounds sterling *(see information leaflet for details)*: £.....

**SECTION 5 – APPLICANT’S SIGNATURE**

Signed: ..... Date: .....

*Please return this form, with the supporting documentation and appropriate fee, to:*

**Book of Scottish Connections Section  
General Register Office for Scotland  
Room 38  
New Register House  
3 West Register Street  
EDINBURGH, Scotland, EH1 3YT  
Tel: 0131 314 4553 (International dialling 44 131 314 4553)**

SCHEDULE 4

Regulation 3(d)

Application for recording a civil partnership

Form BSC 4



APPLICATION FOR AN ENTRY TO BE MADE IN THE BOOK OF SCOTTISH CONNECTIONS (Section 54 of the Local Electoral Administration and Registration Services (Scotland) Act 2006)

CIVIL PARTNERSHIP

This form is to be used to apply for the details of a civil partnership that occurred outwith Scotland to be recorded in the Book of Scottish Connections.

The person whose civil partnership is to be recorded qualifies if

- they were born in Scotland, or
• one of their parents or grandparents was born in Scotland, or
• there is an entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents, or
• the person was normally resident in Scotland at the time of their civil partnership.

A copy of the entry in the Book will be issued in respect of each application. Additional copies can also be purchased at the time of the application, or at any time later. Full details are given in the accompanying information leaflet which should be read before completing this form.

SECTION 1 - APPLICANT'S DETAILS

Name: .....

Postal address: .....
.....
.....

E-mail address: .....

Telephone number: .....

**SECTION 2 – DETAILS OF THE PERSON WHOSE CIVIL PARTNERSHIP IS TO BE RECORDED**

Full forename(s): .....

Full surname(s): .....

Country of civil partnership: .....

Date of civil partnership (DD/MM/YYYY): .....

**SECTION 3 – DETAILS OF THE SCOTTISH CONNECTION**

**A. The person whose civil partnership is the subject of this application was born in Scotland, or has a parent or grandparent who was born in Scotland.**

*(Please give details of the person's birth or details of their parent's or grandparent's birth)*

Full forename(s): .....

Full surname(s): .....

Place of birth: .....

Date of birth (DD/MM/YYYY): .....

**OR**

**B. The person whose civil partnership is the subject of this application has an existing entry in the Book of Scottish Connections in respect of any event relating to one of their parents or grandparents.**

*(Please give details of the existing event in the Book of Scottish Connections)*

State type of event (birth, death, marriage etc.): .....

Full forename(s): .....

Full surname(s): .....

Country in which event occurred: .....

Date event occurred (DD/MM/YYYY): .....

OR

C. The person whose civil partnership is the subject of this application was normally resident in Scotland at the following address at the time of their civil partnership:

Postal address: .....

.....

.....

**SECTION 4 – SUPPORTING DOCUMENTATION AND FEES**

Please enclose an original or certified copy of the person’s civil partnership certificate, along with a translation into English of the information contained in that certificate (*if applicable*).

If additional copies of the entry in the Book are required, please state how many: .....

Please enclose the total fee(s) in pounds sterling (*see information leaflet for details*): £.....

**SECTION 5 – APPLICANT’S SIGNATURE**

Signed: .....Date: .....

*Please return this form, with the supporting documentation and appropriate fee, to:*

**Book of Scottish Connections Section**

**General Register Office for Scotland**

**Room 38**

**New Register House**

**3 West Register Street**

**EDINBURGH, Scotland, EH1 3YT**

**Tel: 0131 314 4553 (International dialling 44 131 314 4553)**

## SCHEDULE 5

Regulation 4(a)

### Entry of birth

<b>BIRTH</b> <b>Recorded in the Book of Scottish Connections</b>		Volume No.	Year	Entry No.
1. Forename(s)			2. Sex	
Surname(s)				
3. Date of birth		4. Place of birth		
5. Mother's forename(s) and surname(s)			6. Mother's maiden surname	
7. Father's forename(s) and surname(s)				
8. When recorded	Year	Month	Day	9.  ..... <i>for the Registrar General</i>
10. Scottish connection				
11.				



## SCHEDULE 6

Regulation 4(b)

### Entry of death

<b>DEATH</b> <b>Recorded in the Book of Scottish Connections</b>		Volume No.	Year	Entry No.
1. Forename(s)			2. Sex	
Surname(s)				
3. Date of birth		4. Age	5. Marital or Civil Partnership status	
6. Date of death		7. Place of death		
8. Forename(s), surname(s) of spouse(s) or civil partner(s)				
9. Mother's forename(s) and surname(s)			10. Mother's maiden surname	
11. Father's forename(s) and surname(s)				
12. When recorded	Year	Month	Day	13.  ..... <i>for the Registrar General</i>
14. Scottish connection				
15.				

SCHEDULE 7

Regulation 4(c)

Entry of marriage

<b>MARRIAGE</b> <b>Recorded in the Book of Scottish Connections</b>				Volume No.	Year	Entry No.
1. Date of marriage						
2. Place of marriage						
3. Forename(s) Surname(s)	Bridegroom			Bride		
4. Marital or Civil Partnership status						
5. Date of birth	Year	Month	Day	Year	Month	Day
6. Country of birth						
7. Father's forename(s) surname(s)						
8. Mother's forename(s) maiden surname surname(s)						
9. When recorded	Year	Month	Day	10.  ..... <i>for the Registrar General</i>		
11. Scottish connection						
12.						

SCHEDULE 8

Regulation 4(d)

Entry of civil partnership

<b>CIVIL PARTNERSHIP</b> <b>Recorded in the Book of Scottish Connections</b>				Volume No.	Year	Entry No.
1. Date of Civil Partnership registration						
2. Place of Civil Partnership registration						
3. Forename(s)  Surname(s)						
4. Marital or Civil Partnership status						
5. Date of birth	Year	Month	Day	Year	Month	Day
6. Country of birth						
7. Father's forename(s) surname(s)						
8. Mother's forename(s) maiden surname surname(s)						
9. When recorded	Year	Month	Day	10.  ..... <i>for the Registrar General</i>		
11. Scottish connection						
12.						

## SCHEDULE 9

Regulation 5

### Fees payable to Registrar General

<i>1</i> <i>Local Electoral Administration and Registration Services (Scotland) Act 2006</i>	<i>2</i> <i>Services</i>	<i>3</i> <i>Fee payable under these Regulations £</i>
Section 54(6)(c)	1. Application for recording an entry	40.00
Section 55(6) Section 55(6)	2. Issue of a copy of an entry 3. Particular search for each period of 5 years or part thereof in the BSC index, whether the specified entry is traced or not and application is made— (a) in person; and (b) by any other practicable means 4. internet search – per internet search session. 5. General search in the BSC index— (a) in a case where a block reservation of 10 places has been made in the limited amount of general search accommodation made available for reservation at this fee – per day or part thereof (b) in any other case— per 2 hour session or part thereof (only one such session being available per person per day) in the limited amount of general search accommodation made available for this purpose per day per quarter per year	15.00  3.00 5.00 6.00   9.00 per place reserved  nil  10.00 440.00 1,250.00

SCHEDULE 10

Regulation 6

Fees payable to district registrars

<p><i>1</i> <i>Local Electoral Administration and Registration Services (Scotland) Act 2006</i></p>	<p><i>2</i> <i>Services</i></p>	<p><i>3</i> <i>Fee payable under these Regulations £</i></p>
<p>Section 55(9)</p>	<p>1. Particular search for each period of 5 years or part thereof in the BSC index whether the specified entry is traced or not.</p> <p>2. General search in the BSC index—</p> <p>(a) for the first hour or part thereof; and</p> <p>(b) for the second and each subsequent hour or part thereof.</p>	<p>5.00</p>
<p>Section 55(9)</p>	<p>3. Issue of a copy of an entry.</p>	<p>10.00</p> <p>10.00</p> <p>15.00</p>

## **EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

These Regulations prescribe the forms for application to and entries in the Book of Scottish Connections (“BSC”) and the fees payable for applications, copies of entries and searches. The BSC is a register of births, deaths, marriages and civil partnerships of persons who have a connection with Scotland.

Regulation 3 prescribes the forms of application for recording events in the BSC and regulation 4 prescribes the form of entries.

Regulations 5 and 6 prescribe the fees payable for applications, copies of entries and searches.

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