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STATUTORY INSTRUMENTS

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**1997 No. 2348 (S.157)**

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

The Registration of Births, Still-births, Deaths and Marriages  
(Prescription of Forms) (Scotland) Regulations 1997

Made - - - - 24th September 1997

Coming into force - - 1st January 1998

The Registrar General, in exercise of the powers conferred upon him by sections 13(1), 16(1) and (2), 18(1) and (2), 18A(1), 19(2), 21(2), 21(4) and (5), 22(1), 24(1), 25(1) and (2), 27(1) and (3), 28A(3), 32(1), 40(2), 43(3), (4) and (5), 48, 54(1)(b) and 56 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965(1), and of all other powers enabling him in that behalf and with the approval of the Secretary of State under section 54 of that Act, hereby makes the following Regulations:

**Citation and Commencement**

1. These Regulations may be cited as the Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997 and shall come into force on 1st January 1998.

**Interpretation**

2.—(1) In these Regulations, unless the context otherwise requires—

“the Act” means the Registration of Births, Deaths and Marriages (Scotland) Act 1965;

“birth” does not include a still-birth;

“name” means Christian name or forename;

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(1) 1965 c. 49; section 18 was amended by sub-paragraphs (2) and (3), and section 18A inserted by sub-paragraph (4), of paragraph 8 of Schedule 1 to the Law Reform (Parent and Child) (Scotland) Act 1986 (c. 9); section 28A was inserted by the Law Reform (Miscellaneous Provisions) (Scotland) Act 1985 (c. 73), section 50(1); section 32(1) was amended by the Marriage (Scotland) Act 1977 (c. 15), Schedule 2, paragraph 8; in section 40(2), the references to “the Adopted Children Register maintained under section 22(1) of the Adoption Act 1958” and to “adoption” are to be read, in relation to parental orders and applications for such orders, in accordance with paragraph 2(1) of Schedule 2 to the Parental Orders (Human Fertilisation and Embryology) (Scotland) Regulations 1994 (S.I. 1994/2804); section 43 was repealed in part by the Age of Legal Capacity (Scotland) Act 1991 (c. 50), Schedule 2 and amended and repealed in part by the Children (Scotland) Act 1995 (c. 36), Schedule 4, paragraph 12 and Schedule 5; section 56 contains a definition of “prescribed” relevant to the exercise of statutory powers under which these Regulations are made.

“district registrar” has the same meaning as in the Act;

“still-born child” means a child which has issued forth from its mother after the twenty-fourth week of pregnancy and which did not at any time after being completely expelled from its mother breathe or show any other signs of life; and the expression “still-birth” shall be construed accordingly.

(2) Any reference in these Regulations–

(a) to a numbered section is to a section bearing that number in the Act; and

(b) to a numbered Schedule is to a Schedule bearing that number in these Regulations.

### **Forms for use in connection with registration of births, still-births and deaths**

3. The register of births shall be comprised of forms in the style set out in Schedule 1 and the particulars concerning births required by section 13(1) to be registered shall be the particulars required for the completion of each such form.

4. The register of still-births shall be comprised of forms in the style set out in Schedule 2 and the particulars concerning still-births required by section 13(1) to be registered shall be the particulars required for the completion of each such form.

5. The notice prescribed for the purposes of section 16(1) shall be in the form set out in Schedule 3.

6. The notice prescribed for the purposes of section 16(2) shall be in the form set out in Schedule 4.

7. The abbreviated certificate of birth prescribed for the purposes of sections 19(2) and 40(1) shall be in the form set out in Schedule 5.

8. The certificate prescribed for the purposes of section 21(2)(a) shall be in the form set out in Schedule 6.

9. The declaration prescribed for the purposes of section 21(2)(b) shall be in the form set out in Schedule 7.

10. The certificate prescribed for the purposes of section 21(4) shall be in the form set out in Schedule 8.

11. The notice prescribed for the purposes of section 21(5) shall be in the form set out in Schedule 9.

12. The register of deaths shall be comprised of forms in the style set out in Schedule 10 and the particulars concerning deaths required by section 22(1) to be registered shall be the particulars required for the completion of each such form.

13. The certificate prescribed for the purposes of section 24(1) shall be in the form set out in Schedule 11.

14. The notice prescribed for the purposes of section 25(1) shall be in the form set out in Schedule 12.

15. The notice prescribed for the purposes of section 25(2) shall be in the form set out in Schedule 13.

16. The certificate prescribed for the purposes of section 27(1) shall be in the form set out in Schedule 14.

17. The notice prescribed for the purposes of section 27(3) shall be in the form set out in Schedule 15.

18. The abbreviated certificate of birth prescribed for the purposes of section 40(2) shall be in the form set out in Schedule 16.

#### **Forms for use in connection with registration of marriages**

19. The register of marriages shall be comprised of forms in the style set out in Schedule 17.

#### **Forms for use in connection with changes of name or surname**

20. The certificate prescribed for the purposes of section 43(3) shall be in the form set out in Schedule 18.

21. The application prescribed for the purposes of section 43(4) shall be in the form set out in Schedule 19.

22. The application prescribed for the purposes of section 43(5) shall be in the form set out in Schedule 20.

#### **Forms for use in connection with paternity of children**

23. The declaration prescribed for the purposes of section 18(1)(b)(i)(aa) shall be in the form set out in Schedule 21.

24. The declaration prescribed for the purposes of section 18(1)(c)(i) shall be in the form set out in Schedule 22.

25. The notice prescribed for the purposes of section 18(2) shall be in the form set out in Schedule 23.

#### **Form of notice of import of decree of parentage or non-parentage**

26. The prescribed form of notice for the purposes of section 18A(1) shall be in the form set out in Schedule 24.

#### **Form of the Register of Divorces**

27. The Register of Divorces shall comprise entries in respect of divorce and of declarator of nullity of marriage in the form of extracts, numbered by the Registrar General, of the relevant decrees.

#### **Form for use in connection with the correction of errors, etc**

28. The Register of Corrections Etc. shall comprise insertions in the form set out in Schedule 25.

#### **Forms for use in connection with alteration of status**

29. The notice prescribed for the purposes of section 48 shall—

- (a) in respect of a decree of divorce or nullity of marriage be in the form of an extract of the decree;
- (b) in the respect of a decree of declarator altering the status of a person be in the form set out in Schedule 26.

#### **Revocations**

30. The Regulations specified in Schedule 27 are hereby revoked so far as still in force.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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New Register House,  
Edinburgh  
22nd September 1997

*James Meldrum*  
Registrar General for Scotland

Approved by the Secretary of State

St Andrew's House,  
Edinburgh  
24th September 1997

*Henry B McLeish*  
Minister of State, Scottish Office

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**SCHEDULE 1**

Regulation 3

**Regulation 3**

**SCHEDULE 1**

*(Section 13(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

<b>BIRTH</b> Registered in the district of		District No.	Year	Entry No.
1. Forename(s)				2. Sex
Surname(s)				
3. When born			4. Where born	
5. Date and place of parents' marriage			Year	Month
			Day	Place
6. Mother's forename(s) and surname(s)			7. Mother's maiden surname	
8. Mother's usual residence (if different from 4. above)				
9. Mother's occupation				
10. Father's forename(s) and surname(s)				
11. Father's occupation				
12. Signature of informant and how qualified to give information				
.....				
13. When registered	Year	Month	Day	14. .... Registrar
15.				
16.				

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**SCHEDULE 2**

Regulation 4

**Regulation 4**

**SCHEDULE 2**

*(Section 13(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

STILL-BIRTH Registered in the district of				District No.	Year	Entry No.
1. Forename(s)					2. Sex	
Surname(s)						
3. When stillborn				4. Where stillborn		
5. Date and place of parents' marriage	Year	Month	Day	Place		
6. Mother's forename(s) and surname(s)				7. Mother's maiden surname		
8. Mother's usual residence (if different from 4. above)						
9. Mother's occupation						
10. Father's forename(s) and surname(s)						
11. Father's occupation						
12. Cause or probable cause of death						
I(a) _____						
(b) _____						
(c) _____						
II _____						
_____						
Certifying registered medical practitioner or midwife						
13. Signature of informant and how qualified to give information						
.....						
14. When registered	Year	Month	Day	15. _____		
				Registrar		
16.						
17.						

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**SCHEDULE 3**

**Regulation 5 Form 3**

**LEGAL REQUIREMENT TO REGISTER A BIRTH NOTICE  
REQUIRING PERSONAL ATTENDANCE AT REGISTRATION OFFICE**

**SCHEDULE 3**

**Regulation 5  
Form 3**



**LEGAL REQUIREMENT TO REGISTER A BIRTH  
NOTICE REQUIRING PERSONAL ATTENDANCE  
AT REGISTRATION OFFICE**

*(Section 16(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

**From** the Registrar of Births, Deaths and Marriages, District of .....  
(Address) .....  
..... Postcode .....

**To** .....  
(Address) .....  
..... Postcode .....

Section 16(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 provides that where a birth has not been registered within 21 days of the date of birth the registrar may serve a notice on a qualified informant requiring the qualified informant to attend in person to give information of the particulars to be registered concerning the birth. It appears to me that you are a qualified informant of the birth of a child born

on (date) .....  
at (place) .....

**I hereby serve this notice on you and require you to attend at this office**

before (date) .....  
to give the necessary information to the best of your knowledge and belief, and to sign the register.

**Note:** This notice shall cease to have effect if the particulars of birth are duly registered by .....

(signature) ..... Registrar  
(date) .....

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SCHEDULE 4

Regulation 6 Form 4

LEGAL REQUIREMENT TO REGISTER BIRTH FINAL NOTICE

SCHEDULE 4

Regulation 6 Form 4

LEGAL REQUIREMENT TO REGISTER A BIRTH FINAL NOTICE



(Section 16(2) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

From the Registrar of Births, Deaths and Marriages, District of .....
(Address) .....
Postcode .....

To .....
(Address) .....
Postcode .....

On (date) .....
a notice under section 16(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 was served on you requiring you to attend at this office before .....
to give information of the particulars to be registered concerning the birth of a child born

on (date) .....

at (place) .....
and to sign the register. You have failed to comply with the notice and the child's birth has still not been registered at this office nor has it been reported as having been registered elsewhere, and I hereby serve this notice on you and require you to attend at this office

before (date) .....

If you fail to attend, and the birth remains unregistered, I may report the matter to the sheriff for a decree ordaining you to comply with this notice.

(signature) ..... Registrar

(date) .....



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**SCHEDULE 5**

Regulation 7

**Abbreviated CERTIFICATE of BIRTH**



**SCHEDULE 5**

Regulation 7

**Abbreviated CERTIFICATE of BIRTH AC**

*(Sections 19(2) and 40(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

BIRTH Registered in the district of		District No.	Year	Entry No.
1. Forename(s)				2. Sex
Surname(s)				
3. When born		4. Where born		

Extracted from the Register of Births

on ..... Registrar

The above particulars incorporate any subsequent corrections or amendments to the original entry made with the authority of the Registrar General.

**Warning**

It is an offence under section 53(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 for any person to pass as genuine any reproduction of an abbreviated certificate of birth if the certificate has not been either (a) issued by a local registration office and signed by the registrar authorised for this purpose; or (b) issued from the General Register Office and sealed or stamped with the seal of that Office.

Any person who falsifies or forges this certificate or knowingly uses or gives or sends to any person as genuine any false or forged certificate is liable to prosecution under section 53(1) of the said Act.

This certificate is evidence of an event recorded in a register of births. It is NOT evidence of the identity of the person presenting it.

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SCHEDULE 6

Regulation 8 Form 6

SCHEDULE 6
CERTIFICATE OF STILL-BIRTH

Regulation 8
Form 6

Registrar to enter
District No
Year
Entry No

This certificate must be delivered to the Registrar of Births, Deaths and Marriages when the still-birth is registered. It is not an authority for burial or cremation. See the back of this form for notes about registration of a still-birth.

Section 56(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, as amended by section 1(2) of the Still-Birth (Definition) Act 1992, defines "still-born child" as meaning "a child which has issued forth from its mother after the twenty fourth week of pregnancy and which did not at any time after being completely expelled from its mother breathe or show any other signs of life",

and provides that the expression "still-birth" shall be construed accordingly.

To the Registrar of Births, Deaths and Marriages

\*I was present at the still-birth of a "male/female child born

\*I have examined the body of a "male/female child which I am informed and believe was still-born

at ... hours, on ... 19 .....

to ... date

at ... name of mother

at ... place of still-birth

I hereby certify that the child was not born alive and that, to the best of my knowledge and belief, the cause or probable cause of death, and the estimated duration of pregnancy of the mother were as stated below

Not to be entered in register
Estimated duration of pregnancy
weeks
Weight of foetus if known
grammes

CAUSE OF DEATH (Please print clearly)
I
Foetal or maternal condition directly causing death
Antecedent causes
Foetal or maternal conditions, if any, giving rise to the above cause, the underlying condition to be stated last
II
Other significant conditions or mother contributing to the death, but not related to the disease or condition causing it

Please ring appropriate letter:-
Certified cause takes account of post-mortem information
Information from post-mortem may be available later
Post-mortem not proposed
Signature
Name in block capitals
Registered medical qualifications or regd. no. if a registered midwife
Address

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#### **NOTES ABOUT REGISTRATION OF A STILL-BIRTH**

A still-birth may be registered either in the Registration District where it takes place (the district of occurrence) or in such other registration district in Scotland where the mother has her usual residence at the time of the still-birth. Usual residence for this purpose means the address of the parental home and not a temporary address at which the mother may reside for a short period before and after the still-birth, eg her own mother's home.

Persons required to give information for the registration of a still-born child are:-

- a the father;
  - b the mother;
- or in the case of the death or inability of the father and mother:-
- c a relative of either parent being a relative who has knowledge of the still-birth;
  - d the occupier of the premises in which the child was, to the knowledge of that occupier, still-born;
  - e any person present at the still-birth.

In this context "father" and "parent" do not include a father who is not married to the mother and has not been married to her since the child's conception.

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SCHEDULE 7

Regulation 9 Form 7

DECLARATION AS TO STILL-BIRTH

SCHEDULE 7

Regulation 9 Form 7



DECLARATION AS TO STILL-BIRTH (Section 21(2)(b) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

(Where no Certificate from a registered medical practitioner or registered midwife is produced)

Registrar to enter Dist. No Year Entry No

Before making this declaration you must read carefully the information on the back of this form.

- 1. Date of Still-birth
2. Place of Still-birth
3. Forename(s) and Surname of Parents of Still-born child...
4. Address of Parents (or of Mother) of child
5. Was a registered medical practitioner present at the birth...
6. Was a registered midwife present at the birth...
7. If a registered medical practitioner or registered midwife was present at the birth or examined the body, state reasons why his or her certificate cannot be obtained

I, the undersigned, declare that to the best of my knowledge and belief

- (a) the particulars stated above are true; and
(b) the child above-mentioned was not born alive.

Signature

State whether "Father", "Mother", of the child, or in what other capacity information is given concerning the Still-birth (See note (2) on the back of this form)

Relationship to child

Address

Postcode

Date

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## REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES (SCOTLAND) ACT 1965

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1. The Act defines a Still-born child as follows:-

"Still-born child" means a child which has issued forth from its mother after the twenty-fourth week of pregnancy and which did not at any time after being completely expelled from its mother breathe or show any other signs of life, and the expression "still-birth" shall be construed accordingly.

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2. Persons required to give information for the registration of a still-born child are:-

- a. the father;
- b. the mother;
- or in the case of the death or inability of the father and mother*
- c. a relative of either parent, being a relative who has knowledge of the birth;
- d. the occupier of the premises in which the child was, to the knowledge of that occupier, born;
- e. any person present at the birth.

In this context "father" and "parent" do not include a father who is not married to the mother and has not been married to her since the child's conception.

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3. Any qualified informant giving information to the Registrar of Births, Deaths and Marriages of the particulars required to be registered concerning a still-birth shall:-

- (a) *either* give the Registrar a medical certificate of still-birth issued by a registered medical practitioner who was present at the birth or has examined the body of the child, or by any registered midwife who was present or examined the body; *or*
  - (b) make a declaration in the prescribed form (see overleaf) to the effect that to the best of his knowledge and belief no registered medical practitioner or registered midwife was present at the birth or has examined the body, or that his or her certificate cannot be obtained and that the child was not born alive.
- 

4. This declaration is not an authority for the burial of the body of the still-born child in a burial ground or for cremation in a crematorium.

**WARNING:** A person who gives false information may be found guilty of a criminal offence.

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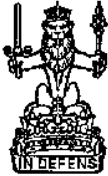
**SCHEDULE 8**

**Regulation 10 Form 8**

**CERTIFICATE OF REGISTRATION OF STILL-BIRTH**

**Regulation 10  
Form 8**

**SCHEDULE 8**



**CERTIFICATE OF REGISTRATION OF STILL-BIRTH**

*(Section 21(4) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

This is to certify that the birth of the still-born child which took place on

(Date) .....

was registered by me on .....

Forename(s) and surname(s) of child's mother .....

Forename(s) and surname(s) of child's father .....

Address of parents .....

Postcode .....

..... Registrar

District of .....

Date .....

**Note:** This certificate should be transmitted to the person having charge of the place of interment, or the place of cremation, before the interment or cremation takes place.

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**SCHEDULE 9**

**Regulation 11 Form 9**

**NOTICE OF BURIAL OF STILL-BORN CHILD**

**Regulation 11  
Form 9**

**SCHEDULE 9**

**NOTICE OF BURIAL OF STILL-BORN CHILD**



*(Section 21 (5) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

To: The Registrar,

District of .....

Please note that a still-born child of the persons named below was interred

on ..... (date)

at ..... (place)

without a Certificate of Registration of Still-birth (Form 8) being delivered to me.

Forename(s) and surname(s) of child's mother.....

.....

Forename(s) and surname(s) of child's father .....

.....

Address of parents .....

.....

..... Postcode .....

Signature .....

Designation .....

Date .....

**Note:** In any case where the burial has taken place of a still-born child in respect of which the Keeper or other person in charge of a place of interment has not received a Certificate of Registration of Still-birth (Form 8) such Keeper or other person must send this notice, within 3 days of the burial, to the Registrar of the District in which the still-birth occurred.

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**SCHEDULE 10**

Regulation 12

**Regulation 12**

**SCHEDULE 10**

(Section 22(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

<b>DEATH</b> Registered in the district of				District No.	Year	Entry No.
1. Forename(s)					2. Sex	
Surname(s)						
3. Occupation						
4. Date of birth	Year	Month	Day	5. Age	6. Marital status	
7. When died						
8. Where died						
9. Usual residence (if different from 8. above)						
10. Cause of death						
I (a) _____						
(b) _____						
(c) _____						
II _____						
_____						
Certifying registered medical practitioner						
11. Forename(s), surname(s) and occupation of spouse(s)						
12. Forename(s), surname(s) and occupation of father				13. Forename(s), maiden surname, surname(s) and occupation of mother		
14. Signature of informant, how qualified to give information ..... and address .....						
15. When registered	Year	Month	Day	16. .... Registrar		
17.						
18.						



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SCHEDULE 11

Regulation 13 Form 11

MEDICAL CERTIFICATE OF CAUSE OF DEATH

Regulation 13 Form 11

SCHEDULE 11

MEDICAL CERTIFICATE OF CAUSE OF DEATH

This certificate is intended for the use of the Registrar of Births, Deaths and Marriages and all persons are warned against accepting or using this certificate for any other purpose. See back of this form for notes about registration of a death.

To the Registrar of Births, Deaths and Marriages

Name of deceased

Table with columns: Day, Month, Year

Date of death Time of death (Enter approximate time if exact time not known) hours

Place of death

I hereby certify that to the best of my knowledge and belief, the cause of death and duration of disease were as stated below.

CAUSE OF DEATH (PLEASE PRINT CLEARLY)

Disease of condition directly leading to death\*

a die to (or as a consequence of)

b die to (or as a consequence of)

c

Antecedent causes Morbid conditions, if any, giving rise to the above cause, the underlying condition to be stated last

Other significant conditions contributing to the death, but not related to the disease or condition causing it

\* This does not mean the mode of dying such as heart failure, asthma, etc; it means the disease, injury or complication which caused death.

Please ring appropriate letter and appropriate figures:-

- Certified cause takes account of post-mortem information
Information from post-mortem may be available later
Post-mortem not proposed

- Seen after death by me
Seen after death by another medical practitioner but not by me
Not seen after death by medical practitioner

- The deceased woman died during pregnancy or within six weeks thereafter
The deceased woman died between six weeks and twelve months after pregnancy

Please tick box if appropriate
I may be in a position later to give, if asked by the Registrar General, additional information as to the cause of this death for the purpose of more precise statistical classification

Procurator Fiscal has been informed

Input boxes for checkboxes

Registrar to enter
District no
Year
Entry no

Table with columns: Not to be entered in register, Approximate interval between onset and death, years, months, days

Signature
Date 19

Name in BLOCK CAPITALS

Registered medical qualification
Address

For a death in hospital
Name of consultant responsible for deceased as a patient

BLOCK CAPITALS

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**NOTES ABOUT REGISTRATION OF A DEATH**

A death may be registered either in the registration district where it takes place (the district of its occurrence) or in such other registration district in Scotland where the deceased person had his usual residence immediately before his death.

Usual residence for this purpose means the deceased person's permanent home and not an address (eg a holiday address) at which he may have been staying temporarily at the time of his death.

Persons required to give information for the registration of a death are:

- a any relative of the deceased;
- b any person present at the death;
- c the deceased's executor or other legal representative;
- d the occupier, at the time of death, of the premises where the death took place;
- e if there is no such person as aforesaid, any other person having knowledge of the particulars to be registered.

**NB** The word "occupier" includes the governor, keeper, matron, superintendent or other person in charge of a prison, hospital or other institution, and, in relation to a house, includes any person residing therein.

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**SCHEDULE 12**

**Regulation 14 Form 12**

**LEGAL REQUIREMENT TO REGISTER A DEATH NOTICE  
REQUIRING PERSONAL ATTENDANCE AT REGISTRATION OFFICE**

**Regulation 14  
Form 12**

**SCHEDULE 12**



**LEGAL REQUIREMENT TO REGISTER A DEATH  
NOTICE REQUIRING PERSONAL ATTENDANCE  
AT REGISTRATION OFFICE**

*(Section 25(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

**From** the Registrar of Births, Deaths and Marriages, District of .....  
(Address) .....  
..... Postcode .....

**To** .....  
(Address) .....  
..... Postcode .....

Section 25(1) of The Registration of Births, Deaths and Marriages (Scotland) Act 1965 provides that where a death has not been registered within 8 days of the date of death the registrar may serve a notice on a qualified informant requiring the qualified informant to attend in person to give information of the particulars to be registered concerning the death. It appears to me that you are a qualified informant of the death of

(name) .....  
who died on (date ) .....  
at (place) .....

**I hereby serve this notice on you and require you to attend at this office**

before (date) .....  
to give the necessary information to the best of your knowledge and belief, and to sign the register.

**Note:** This notice shall cease to have effect if the particulars of the death are duly registered by .....

(signature) ..... Registrar  
(date) .....

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SCHEDULE 13

Regulation 15 Form 13

LEGAL REQUIREMENT TO REGISTER A DEATH FINAL NOTICE

Regulation 15  
Form 13

SCHEDULE 13



LEGAL REQUIREMENT TO REGISTER A DEATH  
FINAL NOTICE

(Section 25(2) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

From the Registrar of Births, Deaths and Marriages, District of .....  
(Address) .....  
..... Postcode .....

To .....  
(Address) .....  
..... Postcode .....

On (date) .....  
a notice under section 25(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 was  
served on you requiring you to attend at this office before .....  
to give information of the particulars to be registered concerning the death of

(name) .....  
who died on (date) .....

at (place) .....  
and to sign the register. You have failed to comply with the notice and the death has still not been  
registered at this office nor has it been reported as having been registered elsewhere, and I hereby serve  
this notice on you and require you to attend at this office

before (date) .....

If you fail to attend, and the death remains unregistered, I may report the matter to the sheriff for a decree  
ordaining you to comply with this notice.

(signature) ..... Registrar

(date) .....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SCHEDULE 14**

**Regulation 16 Form 14**

**CERTIFICATE OF REGISTRATION OF DEATH**

**Regulation 16  
Form 14**



**SCHEDULE 14**

**CERTIFICATE OF REGISTRATION OF DEATH**

*(Section 27(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

This is to certify that the death of

Name .....

Address .....

.....

..... Postcode .....

was registered by me on the ..... day of

.....

..... Registrar

District of .....

**Note:** This certificate must be transmitted either directly or by the hand of the undertaker to the person having charge of the place of interment or cremation, previous to the interment or cremation taking place.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 15

Regulation 17 Form 15

NOTICE OF BURIAL

Regulation 17  
Form 15



SCHEDULE 15

NOTICE OF BURIAL

(Section 27(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

To: The Registrar,

District of .....

Please note that the body of the person named below was interred

on ..... (date)

at ..... (place)

without a Certificate of Registration of Death (Form 14) being delivered to me.

Forename(s), surname(s) .....

and address of .....

deceased person .....

Signature .....

Designation .....

Date .....

Note: In any case where a burial has taken place of the body of a person in respect of which the Keeper or other person in charge of the place of interment has not received a Certificate of Registration of Death (Form 14), such Keeper or other person must send this notice, within 3 days of the burial, to the Registrar of the District in which the death occurred.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**SCHEDULE 16**

**Regulation 18**

**ABBREVIATED CERTIFICATE of BIRTH**

**Regulation 18**



**SCHEDULE 16**

**ABBREVIATED CERTIFICATE of BIRTH**

*(Section 40(2) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

Vol	Entry No	Year
1. Forename(s)		2. Sex
Surname(s)		
3. When born	4. Country of birth	

The above particulars are extracted from a register kept in the General Register Office

Given under the seal of the General Register Office, New Register House on

The above particulars incorporate any subsequent corrections or amendments to the original entry made with the authority of the Registrar General

*Warning*

*It is an offence under section 53(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 for any person to pass as genuine any reproduction of this certificate which has not been issued from the General Register Office and sealed or stamped with the seal of that Office.*

*Any person who falsifies or forges this certificate or knowingly uses or gives or sends to any person as genuine any false or forged certificate is liable to prosecution under section 53(1) of the said Act.*

*This certificate is evidence of an event recorded in a register kept in the General Register Office.*

*It is NOT evidence of the identity of the person presenting it.*

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SCHEDULE 17**

Regulation 19

**Regulation 19**

**SCHEDULE 17**

(Section 32(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

<b>MARRIAGE</b> Registered in the district of				District No.		Year		Entry No.		
1. When married										
2. Where married										
3. Forename(s)		Bridegroom				Bride				
Surname(s)										
		<i>(Signed)</i>				<i>(Signed)</i>				
4. Occupation										
5. Marital status		6. Date of birth		Year	Month	Day	Year		Month	Day
7. Country of birth										
8. Usual residence										
9. Father's forename(s) surname(s) and occupation										
10. Mother's forename(s) maiden surname surname(s) and occupation										
11. Person solemnising with designation		<i>(Signed)</i>								
12. Witnesses with addresses		<i>(Signed)</i>								
		<i>(Signed)</i>								
13. When registered		Year	Month	Day	14. _____ Registrar					
15.										
16.										



**SCHEDULE 18**

**Regulation 20 Form 21**

**CERTIFICATE FOR RECORDING OF FORENAME(S) OR CHANGE OF FORENAME(S) OF CHILD UNDER TWELVE MONTHS OF AGE**

**Regulation 20  
Form 21**

**SCHEDULE 18**



**CERTIFICATE FOR RECORDING OF FORENAME(S) OR CHANGE OF FORENAME(S) OF CHILD UNDER TWELVE MONTHS OF AGE**

*(Section 43(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

This certificate can be used where within 12 months from the date of the birth of the child the forename by which it was registered is changed or, if it was registered without a forename, a forename is given to it and this certificate is delivered to the Registrar General within two years from the date of the birth of the child.

**The following information should be provided on the certificate**

- 1. Full forename(s) and surname of child as registered at birth (if applicable)**

.....

- 2. Date of Birth** ..... **3. Sex** .....

- 4. Place of Birth** .....

The child's birth must have been registered in Scotland or there must be an entry in respect of the child in the Adopted Children Register or the Parental Order Register

- 5. Mother's forename(s) and maiden surname**

.....

- 6. Mother's address**

.....

- 7. Father's forename(s) and surname**

.....

- 8. Father's address (if different from that at 6. above)**

.....

- 9. Date and place of parents' marriage (if applicable)**

.....

- 10. Forename(s) by which child is now known**

.....

- 11. Date on which new forename(s) was given or changed**

.....

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Signature - please sign in the space which is applicable for you (see note)**

**I certify that the forename of the child referred to was changed or given in baptism on**  
 ..... **and that I performed the ceremony of baptism/I am the**  
**successor in office of the person who performed the ceremony of baptism (delete as applicable)**

**Signature** .....

**Minister/Priest of** .....

**Date** .....

**I/We certify that the forename of the child referred to was changed or given otherwise than in**  
**baptism on** ..... **and that I am/We are the qualified applicant**  
**(delete as applicable)**

Signature	Relationship to Child	Date
.....	.....	.....
.....	.....	.....

After the certificate has been signed, please send it to the General Register Office, Change of Name Unit, New Register House, Edinburgh EH1 3YT together with the appropriate fee. You will be advised when the change of forename(s) has been recorded and where a full extract or abbreviated certificate of birth showing the new forename(s) can be obtained.

**NOTE**

If the forename of the child was changed or given in baptism then the certificate should be signed by the person who performed the ceremony of baptism or his successor in office.

If the forename of the child was changed or given otherwise than in baptism, the certificate should be signed by the qualified applicant.

The qualified applicant means -

- a. where only one parent has parental responsibilities in relation to the child, that parent;
- b. where both parents have such responsibilities in relation to the child, both parents; and
- c. where neither parent has such responsibilities, any other person who has such responsibilities

A person may be a qualified applicant whether or not he has attained the age of sixteen years.

For Official Use Only	
For Registrar's Use RD Number Entry Number Year	Issued By

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 19

Regulation 21 Form 23

APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OF CHILD UNDER 16 YEARS OF AGE

Regulation 21 Form 23

SCHEDULE 19

APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OF CHILD UNDER 16 YEARS OF AGE



(Section 43(4) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

The applicant should supply the following information concerning the child:-

For official use only

- 1. Full forename(s) and surname(s) as registered at birth\*
2. Full forename(s) and surname(s) as changed
3. Date of Birth
4. Sex
5. Place of Birth
6. Mother's forename(s) and maiden surname
7. Father's forename(s) and surname(s)
8. Date of parents' marriage
9. Length of time present forename(s) or surname(s) have been used
10. Date of any previous application for a change of forename(s) or surname(s)
11. Evidence produced in support of the period stated at 9. above

Large empty box for official use only, containing horizontal dotted lines for data entry.

I/We certify that the above particulars are correct

This form must be signed by the qualified applicant.

The qualified applicant means -

- (a) where only one parent has parental responsibilities in relation to the child, that parent;
(b) where both parents have such responsibilities, both parents; and
(c) where neither parent has such responsibilities, any other person who has such responsibilities.

A person may be a qualified applicant whether or not he has attained the age of sixteen years.

Signature: .....

Signature: .....

Relationship to Child: .....

Relationship to Child: .....

Date: .....

Date: .....

Full postal address: .....

Full postal address: .....

Postcode .....

Postcode .....

\* or in the case of a child who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) as shown in the Adopted Children Register or the Parental Order Register.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**NOTES**

**Note 1**

If the Registrar General is not satisfied with the evidence that the applicant produces, the change of forename(s) or surname(s) of the child can be recorded only if the applicant produces a copy of a notice inserted in a newspaper circulating in the area where the child usually resides stating the applicant's intention to apply to the Registrar General for the recording of the forename(s) or surname(s) proposed and that such forename(s) or surname(s) have been in use by the child for a period of not less than the two years prior to the date of insertion of the notice in the newspaper.

**Note 2**

An application for a change of forename will be refused if:

- i. a change of forename has already been recorded against the child's entry in the Birth, Adopted Children or Parental Order Register; or
- ii. an entry has been made in the Register of Corrections Etc for a change of name or otherwise under section 43(3).

An application for a change of surname will be refused if:

- i. a change of surname has already been recorded against the child's entry in the Birth, Adopted Children or Parental Order Register; or
- ii. an entry has been made in the Register of Corrections Etc for a change of name or otherwise under section 43(3).

If you wish an extract or abbreviated certificate showing the recorded change please indicate the number required below.

Full Extract

Abbreviated Certificate  
(No details of parents included)

**Note:** Both the extract and the abbreviated certificate show the forename(s) and surname(s) as originally registered and those subsequently recorded.

When completed the application form, appropriate fee and supporting evidence should be sent to: The General Register Office for Scotland, Change of Name Unit, New Register House, Edinburgh EH1 3YT.

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For Registrar's Use RD Number Entry Number Year	Issued By

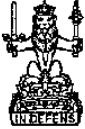
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SCHEDULE 20

Regulation 22 Form 24

APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OR PERSON OVER 16 YEARS OF AGE

Regulation 22 Form 24



SCHEDULE 20 APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OF PERSON OVER 16 YEARS OF AGE

(Section 43(5) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

The applicant should supply the following information:-

- 1. Full forename(s) and surname(s) as registered at birth \*
2. Full forename(s) and surname(s) as changed
3. Date of Birth
4. Sex
5. Place of Birth
6. Mother's forename(s) and maiden surname
7. Father's forename(s) and surname(s)
8. Date of parents' marriage
9. Length of time present forename(s) or surname(s) have been used
10. Date of any previous application for a change of forename(s) or surname(s)
11. Evidence produced in support of the period stated at 9. above

For official use only

I certify that the above particulars are correct

Full postal address

(Signature of applicant)

(Date)

Postcode

\* or in the case of a child who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) as shown in the Adopted Children Register or the Parental Order Register.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**NOTES**

**Note 1**

If the Registrar General is not satisfied with the evidence that you produce, the change of forename(s) or surname(s) can only be recorded if the applicant produces a copy of a notice inserted in a newspaper circulating in the area where the applicant usually resides stating their intention to apply to the Registrar General for the recording of the forename(s) or surname(s) proposed and that such forename(s) or surname(s) have been in use by the applicant for a period of not less than 2 years prior to the date of the insertion of the notice in the newspaper.

**Note 2**

This application will be refused-

- i. if it is in respect of a change of forename(s) and a change of forename has already been recorded for you since you attained the age of 16.
- ii. if it is in respect of a change of surname(s) and you have had a change of surname(s) recorded during the previous 5 years or if you have already had 3 changes of surname(s) recorded since you attained the age of 16.

---

If you wish an extract or abbreviated certificate showing the recorded change please indicate the number required below.

Full Extract

Abbreviated Certificate  
*(No details of parents included)*

**Note:** *Both the extract and the abbreviated certificate show the forename(s) and surname(s) as originally registered and those subsequently recorded.*

When completed the application, appropriate fee and supporting evidence should be sent to: The General Register Office for Scotland, Change of Name Unit, New Register House, Edinburgh EH1 3YT.

For Official Use Only	
For Registrar's Use RD Number Entry Number Year	Issued By

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SCHEDULE 21**

**Regulation 23 Form 26**

**DECLARATION BY THE MOTHER OF A CHILD WHOSE PARENTS ARE NOT MARRIED TO EACH OTHER (AND HAVE NOT BEEN SO MARRIED SINCE THE CHILD'S CONCEPTION)**

**Regulation 23  
Form 26**

**SCHEDULE 21**



**DECLARATION BY THE MOTHER OF A CHILD WHOSE PARENTS ARE NOT MARRIED TO EACH OTHER (AND HAVE NOT BEEN SO MARRIED SINCE THE CHILD'S CONCEPTION)**

*(Section 18(1)(b)(i)(aa) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

I .....  
residing at .....

DO HEREBY SOLEMNLY AND SINCERELY DECLARE that .....

whose usual address is .....

is the father of the \*female/male child named .....

born to me on .....

at .....

Dated this ..... day of .....

Signature .....

Declared before me at .....

on the .....

day of .....

..... Registrar for

the registration district of .....

This declaration must be accompanied by a statutory declaration by the person named above as the father acknowledging himself to be the father of the child.

**WARNING:** A person who gives false information may be found guilty of a criminal offence.

\*delete whichever is inapplicable

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 22

Regulation 24 Form 27

DECLARATION BY THE FATHER OF A CHILD WHOSE PARENTS ARE NOT MARRIED TO EACH OTHER (AND HAVE NOT BEEN SO MARRIED SINCE THE CHILD'S CONCEPTION)

Regulation 24 Form 27

SCHEDULE 22



DECLARATION BY THE FATHER OF A CHILD WHOSE PARENTS ARE NOT MARRIED TO EACH OTHER (AND HAVE NOT BEEN SO MARRIED SINCE THE CHILD'S CONCEPTION)

(Section 18(1)(c)(f) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

I ..... residing at .....

DO HEREBY SOLEMNLY AND SINCERELY DECLARE that I am the father of the \*female/ male child named ..... and born on ..... at ..... to ..... whose usual address is .....

Dated this ..... day of .....

Signature .....

Declared before me at ..... on the ..... day of .....

..... Registrar for the registration district of .....

This declaration must be accompanied by a statutory declaration by the mother stating that the person making the declaration above is the father of the child.

WARNING: A person who gives false information may be found guilty of a criminal offence.

\*delete whichever is inapplicable



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**SCHEDULE 23**

**Regulation 25 Form 25a**

**NOTICE OF IMPORT OF DECREE OF PATERNITY**

**SCHEDULE 23**

**Regulation 25  
Form 25a**

**NOTICE OF IMPORT OF DECREE OF PATERNITY**

*(Section 18(2) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*



To: The Registrar General  
General Register Office  
New Register House  
Edinburgh  
EH1 3YT

Take notice, that the \*Court of Session at .....  
Sheriff Court  
upon the .....  
day of .....  
pronounced Decree in an action at the instance  
of .....  
against .....  
relating to the paternity of a \*female/male child named .....  
born on .....  
at .....  
and registered in the district of .....  
on the .....  
day of .....  
finding that .....  
\*was/was not a parent of that child.

Witness my hand, this ..... day of .....

(Signed) .....  
Clerk of Court

\*delete whichever is inapplicable

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 24

Regulation 26 Form 25

NOTICE OF IMPORT OF DECREE OF DECLARATOR OF PARENTAGE/NON-PARENTAGE\*ast;

Regulation 26 Form 25

SCHEDULE 24

NOTICE OF IMPORT OF DECREE OF DECLARATOR OF PARENTAGE/NON-PARENTAGE\*



(Section 18A(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

To: The Registrar General
General Register Office
New Register House
Edinburgh
EH1 3YT

Take notice, that the \*Court of Session at Sheriff Court
upon the
day of
pronounced Decree in an action at the instance
of
against
relating to the paternity of a \*female/male child named
born on
at
and registered in the district of
on the
day of
finding that
\*was/was not a parent of that child.

(Signed) Clerk of Court

\*delete whichever is inapplicable

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SCHEDULE 25**

**Regulation 28**

**REGISTER OF CORRECTIONS ETC.**

**Regulation 28**

**SCHEDULE 25**

**R.C.E.**

**REGISTER OF CORRECTIONS ETC.**

Registration District of	District of	(    ) Year	Entry No.
Register of			

Annotation of the entry

Annotate of the above-noted entry as follows:- R.C.E.

Issue of extracts, special-purpose certificates and, where applicable, abbreviated certificates of the entry

for the Registrar General  
General Register Office, Edinburgh.

*This page is to be placed in the binder provided and carefully preserved*

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 26

Regulation 29 Form 29

NOTICE OF IMPORT OF DECREE OF DECLARATOR ALTERING THE STATUS OF A PERSON

Regulation 29 Form 29



SCHEDULE 26

NOTICE OF IMPORT OF DECREE OF DECLARATOR ALTERING THE STATUS OF A PERSON

(Section 48 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

To: The Registrar General
General Register Office
New Register House
Edinburgh
EH1 3YT

Take notice, that the Court of Session\* at Sheriff Court

upon the day of pronounced Decree of Declarator in an Action at the instance of

against

relating to the status of the person named

born on

at

finding as follows:

(Signed) Clerk of Court

(date)

\*delete whichever is inapplicable

## SCHEDULE 27

Regulation 30

## REVOCATIONS

<i>(1)</i> <i>Regulations revoked</i>	<i>(2)</i> <i>References</i>
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1965((2))	S.I.1965/1839
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1971((3))	S.I. 1971/1158
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1984((4))	S.I. 1984/43
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1984((5))	S.I. 1984/266
The Registration of Births, Deaths, Marriages, Etc. (Prescription of Forms) (Scotland) Amendment Regulations 1986	S.I. 1986/21
The Registration of Births, Deaths, Marriages, Etc. (Prescription of Forms) (Scotland) Amendment Regulations 1986	S.I. 1986/1984
The Registration of Births, Deaths, Marriages, Etc. (Prescription of Forms) (Scotland) Amendment Regulations 1990	S.I. 1990/85
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment (No.2) Regulations 1992	S.I. 1992/2186
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1994((6))	S.I. 1994/3151
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1995	S.I. 1995/3157
The Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Amendment Regulations 1997	S.I. 1997/512

(2) Partially revoked by S.I. 1984/266 and 1997/512.

(3) Partially revoked by S.I. 1984/266, 1994/3151 and 1995/3157.

(4) Partially revoked by S.I. 1992/2186.

(5) Partially revoked by S.I. 1986/21.

(6) Partially revoked by S.I. 1995/3157 and 1997/512.

**Status:** *This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

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## **EXPLANATORY NOTE**

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

These Regulations consolidate with only minor drafting amendments and revoke the Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1965 and the Regulations amending those Regulations. Minor amendments include changes to the style and layout of the forms.