
SCOTTISH STATUTORY INSTRUMENTS

2006 No. 598

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

The Registration of Births, Still-births, Deaths and Marriages
(Prescription of Forms and Errors) (Scotland) Regulations 2006

Made - - - - 12th December 2006

Coming into force - - 1st January 2007

The Registrar General, in exercise of the powers conferred by sections 19(2), 39E(4), 40(1), 42(3), 43(3) to (5) and 54(1)(b) 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 Scottish Ministers⁽²⁾ in accordance with section 54(1) 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 and Errors) (Scotland) Regulations 2006 and shall come into force on 1st January 2007.

Interpretation

2. In these Regulations—

“the Forms Regulations” means the Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997⁽³⁾;

“error” includes an error of omission;

“heading” means the unnumbered part or space at the beginning of the form applicable to the marriage register as set out in Schedule 17⁽⁴⁾ to the Forms Regulations; and

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- (1) 1965 c. 49 (“the 1965 Act”); section 19(2) is prospectively repealed by the [Local Electoral Administration and Registration Services \(Scotland\) Act 2006 \(asp 14\)](#) (“the 2006 Act”), section 44(2) (see [S.S.I. 2006/469](#)); section 39E was inserted by the 2006 Act, section 44(5); section 40(1) is prospectively repealed by the 2006 Act, section 44(5) (see [S.S.I. 2006/469](#)); section 42 was amended by the 2006 Act, section 45; section 43(3) to (5) was amended by the 2006 Act, section 46; section 56 of the 1965 Act contains a definition of “prescribed” relevant to the exercise of statutory powers under which these Regulations are made.
- (2) The function of the Secretary of State under the 1965 Act was transferred to the Scottish Ministers by virtue of section 53 of the Scotland Act 1998 (c. 46).
- (3) [S.I.1997/2348](#), amended by [S.S.I. 2005/595](#) and to which there are other amendments not relevant to these Regulations.
- (4) The form in Schedule 17 was substituted by [S.S.I. 2005/595](#).

“space No” means, in relation to the number specified, the part or space of that number in the form applicable to the marriage register as set out in Schedule 17 to the Forms Regulations.

Form etc. of abbreviated extracts of birth

3. In the Forms Regulations—
 - (a) omit regulation 7 and Schedule 5 (abbreviated certificate of birth); and
 - (b) omit regulation 18 and Schedule 16 (abbreviated certificate of birth based on Adopted Children Register).
4. The prescribed particulars to be extracted from an entry in the register of births and contained in an abbreviated extract shall be—
 - (a) the registration district⁽⁵⁾ in which the birth was registered (and the registration district number or volume number⁽⁶⁾ pertaining to that district);
 - (b) the year in which the birth was registered;
 - (c) the entry number;
 - (d) surname and name;
 - (e) sex of the person;
 - (f) when the person was born; and
 - (g) where the person was born.

Particulars of abbreviated extracts of death

5. The prescribed particulars to be extracted from an entry in the register of deaths and contained in an abbreviated extract shall be—
 - (a) the registration district in which the death was registered (and the registration district number pertaining to that district);
 - (b) the year in which the death was registered;
 - (c) the entry number;
 - (d) surname and name;
 - (e) sex of the deceased;
 - (f) the deceased’s date of birth;
 - (g) when the person died; and
 - (h) where the person died.

Amendment of forms for use in connection with changes of name or surname

- 6.—(1) The Forms Regulations are amended in accordance with this regulation.
- (2) For the form set out in Schedule 18 (certificate for recording of forename(s) or change of forename(s) of child under twelve months of age), substitute the form set out in Schedule 1 to these Regulations.

(5) See section 5(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 (c. 49) as amended by section 37 of the [Local Electoral Administration and Registration Services \(Scotland\) Act 2006 \(asp 14\)](#).

(6) For the volume number see the Adopted Children Register and Parental Order Register (Form of Entry) (Scotland) Regulations 1995 (S.I. 1995/3158).

(3) For the form set out in Schedule 19 (application for recording of change of forename(s) or surname(s) of child under 16 years of age), substitute the form set out in Schedule 2 to these Regulations.

(4) For the form set out in Schedule 20 (application for recording of change of forename(s) or surname(s) of person over 16 years of age), substitute the form set out in Schedule 3 to these Regulations.

Amendment of prescribed errors in registers of births, still-births and deaths

7.—(1) The Schedule to the Registration of Births, Still-births and Deaths (Prescription of Errors) (Scotland) Regulations 1997(7) is amended in accordance with this regulation.

(2) Under head 1 (register of births)—

- (a) in the entry for “Space No 4”, in column 2, omit “, but only where the place of birth remains within the same registration district”; and
- (b) in the entry for “Space No 8”, in column 2, omit “, but only where the usual residence remains within the same registration district”.

(3) Under head 2 (register of still-births)—

- (a) in the entry for “Space No 4”, in column 2, omit “, but only where the place of birth remains within the same registration district”; and
- (b) in the entry for “Space No 8”, in column 2, omit “, but only where the usual residence remains within the same registration district”.

(4) Under head 3 (register of deaths)—

- (a) in the entry for “Space No 8”, in column 2, omit “, but only where the place of death remains within the same registration district”; and
- (b) in the entry for “Space No 9”, in column 2, omit “, but only where the usual residence remains within the same registration district”.

Prescribed errors in the register of marriages

8. Any error in the particulars of an entry in a register of marriages kept or held by a district registrar which—

- (a) falls within a part of the form applicable to that register specified in column 1 of Schedule 4; and
- (b) is of a description specified opposite that part of the form in column 2 of that Schedule,

is prescribed for the purposes of section 42(2) and (3)(b) of the Registration of Births, Deaths and Marriages Act 1965 (correction of errors in registers)(8) as an error which may be corrected by the district registrar.

New Register House,
Edinburgh
12th December 2006

PAUL M PARR
Deputy Registrar General for Scotland

(7) S.I. 1997/1782.

(8) Section 42(2) and (3)(b) was substituted by section 45 of the [Local Electoral Administration and Registration Services \(Scotland\) Act 2006](#) (asp 14).

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

Approved by the Scottish Ministers

St Andrew's House,
Edinburgh
12th December 2006

GEORGE LYON
Authorised to sign by the Scottish Ministers

SCHEDULE 1

Regulation 6(2)

Form 21



APPLICATION 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 application can be used where, within 12 months from the date of the birth of the child, the forename by which he or she was registered is changed or, if the child was registered without a forename, a forename is given to him or her and this application is delivered to the Registrar General within two years from the date of the birth of the child. 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. 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) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

The following information should be provided:

1. Full forename(s) of child as registered at birth
.....
2. Full surname(s) of child as registered at birth
.....
3. Full forename(s) as changed
.....
4. Date on which new forename(s) given or changed
.....
5. Date of Birth 6. Sex
7. Place of Birth
8. Mother's forename(s) and maiden surname
.....
9. Natural father's forename(s) and surname(s) (if applicable)
.....
10. Date and place of parents' marriage (if applicable)
.....

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I/We certify that the particulars overleaf 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 or she has attained the age of sixteen years.

Signature:	Signature:
Date:	Date:
Relationship to Child:	Relationship to Child:
Full postal address:	Full postal address:
.....
.....
Postcode:	Postcode:
Tel No:	Tel No:

NOTES

1. You will be advised when the change of forename(s) has been recorded and where a full or abbreviated extract of birth showing the new forename(s) can be obtained.
2. Any person who supplies false information to the Registrar General is liable to prosecution.

When the completed application form has been signed please send it, together with the appropriate fee, to:

General Register Office for Scotland
 Change of Name Unit
 New Register House
 Edinburgh
 EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

SCHEDULE 2

Regulation 6(3)

Form 23



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 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. 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) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

The applicant should supply the following information concerning the child.

	For official use only
1. Full forename(s) of child as registered at birth	
2. Full surname(s) of child as registered at birth	
3. Full forename(s) as changed (if applicable)	
4. Full surname(s) as changed (if applicable)	
5. Date of Birth 6. Sex	
7. Place of Birth	
8. Mother's forename(s) and maiden surname	
9. Natural father's forename(s) and surname(s) (if applicable)	
10. Date of parents' marriage (if applicable)	
11. Date of any previous application for a change of forename(s) or surname(s) (see Note 1 overleaf)	

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I/We certify that the particulars overleaf 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 or she has attained the age of sixteen years.

Signature: Signature:

Date: Date:

Relationship to Child: Relationship to Child:

Full postal address: Full postal address:

.....

.....

Postcode: Postcode:

Tel No: Tel No:

If you wish a full or abbreviated extract showing the recorded change please indicate the number required:

Full Extract

Abbreviated Extract (No details of parents included)

NOTES

1. An application for a change of forename and or surname will be refused if:
 - (i) a change of forename and or 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).
2. Any full or abbreviated extract will show the new forename(s) and surname(s) plus the original names registered and any previous changes recorded.
3. Any person who supplies false information to the Registrar General is liable to prosecution.

When the completed application form has been signed please send it, together with the appropriate fee, to:

General Register Office for Scotland
Change of Name Unit
New Register House
Edinburgh
EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

SCHEDULE 3

Regulation 6(4)

Form 24



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)

Your birth must have been registered in Scotland or there must be an entry in respect of you in the Adopted Children Register or the Parental Order Register. In the case of a person who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

You should supply the following information.

1. Full forename(s) as registered at birth	For official use only
.....
2. Full surname(s) as registered at birth
.....
3. Full forename(s) as changed (if applicable)
.....
4. Full surname(s) as changed (if applicable)
.....
5. Date of Birth.....	6. Sex.....
.....
7. Place of Birth.....
8. Mother's forename(s) and maiden surname
.....
9. Natural father's forename(s) and surname(s) (if applicable)
.....
10. Date of parents' marriage (if applicable)
.....
11. Date of any previous application for a change of forename(s) or surname(s) (see Note 1 overleaf)
.....

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I certify that the particulars overleaf are correct

..... Date:

(signature of applicant)

Full postal address:

Postcode:

Tel No:

If you wish a full or abbreviated extract showing the recorded change please indicate the number required:

Full Extract

Abbreviated Extract (No details of parents included)

NOTES

1. 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.
2. Any full or abbreviated extract will show the new forename(s) and surname(s) plus the original names registered and previous changes recorded.
3. Any person who supplies false information to the Registrar General is liable to prosecution.

Please send the signed application form, together with the appropriate fee, to:

General Register Office for Scotland
Change of Name Unit
New Register House
Edinburgh
EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

SCHEDULE 4

Regulation 8

Non clerical errors in register of marriages which may be corrected

<i>Column 1</i>	<i>Column 2</i>
Register of marriages	
Heading	Error in any of the information in the heading, but only where the correct information is compatible with the information in the previous entry in the register and in any subsequent entry.
Space No 1	Error in the date of marriage.
Space No 2	Error in the place of marriage.
Space No 3	Error in the forename, surname or signature of the bridegroom or the bride, but only where the error relates to a part or the whole of either the forename or of the surname and not to the identity of the party.
Space No 4	Error in the occupation of the bridegroom or the bride.
Space No 5	Error in the marital or civil partnership status of the bridegroom or the bride.
Space No 6	Error in the date of birth of the bridegroom or the bride.
Space No 7	Error in the country of birth of the bridegroom or the bride.
Space No 8	Error in the usual residence of the bridegroom or the bride.
Space No 9	(i) Error in the father's forename or surname, but only where the error relates to a part or the whole of either the forename or the surname and not to the identity of the father; (ii) Error in the father's occupation.
Space No 10	(i) Error in the mother's forename or surname, but only where the error relates to a part or the whole of either the forename or the surname and not to the identity of the mother; (ii) Error in the mother's maiden surname. (iii) Error in the mother's occupation.
Space No 11	(i) Error in the person solemnising; (ii) Error in the designation.
Space No 12	(i) Error in the witnesses' names;

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<i>Column 1</i>	<i>Column 2</i>
Space No 13	(ii) Error in the witnesses' addresses. Error in the date of registration, but only where the correct date is compatible with the date of registration of the previous entry in the register and of any subsequent entry.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend and prescribe forms and particulars under the Registration of Births, Deaths and Marriages (Scotland) Act 1965, as a consequence of the Local Electoral Administration and Registration Services (Scotland) Act 2006 (“the 2006 Act”). They amend forms contained in the Registration of Births, Still-births, Deaths and Marriages (Prescription of Forms) (Scotland) Regulations 1997.

The Regulations repeal the prescribed forms of abbreviated certificates of births and prescribe the required particulars of abbreviated extracts of births and deaths (regulations 3 to 5). They also amend the forms used in connection with changes of name or surname (regulation 6 and Schedules 1 to 3).

Regulation 7 amends the Registration of Births, Still-births and Deaths (Prescription of Errors) (Scotland) Regulations 1997 to alter the types of errors which a district registrar may correct, as a consequence of sections 39, 40 and 42 of the 2006 Act, which allow the birth, still birth or death to be registered in any registration district in Scotland. Regulation 8 and Schedule 4 prescribe the errors which a district registrar may, in addition to clerical errors, correct in an entry in the marriage register, this provision being enabled by amendments contained in section 45 of the 2006 Act.

A Regulatory Impact Assessment has not been produced for this instrument as it has no impact on costs to business.