



Register a birth

in Kent or Bexley



LONDON BOROUGH OF
BEXLEY

Kent
County
Council
kent.gov.uk



Register a birth in Kent or Bexley

Children born in Kent or Bexley

Your child's birth must be registered within six weeks (42 days).

Births must be registered in the area where the child was born.

To register you need to book an appointment with a registrar.

Book online at **www.kent.gov.uk/registration**.

Alternatively, call **03000 41 51 51**.

Please note, our registration service does not cover births in the Medway Towns (Chatham, Gillingham, Rainham, Rochester, Strood) or the London boroughs of Bromley or Greenwich.

If you are not sure where to register, please call us for advice.

I want to register the birth but I don't live in Kent or Bexley

Births must be registered in the area where the child was born.

If your child was born in Kent or Bexley but you do not live in these areas, then you can still register here.

However, you can also give the details to any registrar in England or Wales (for example, where you live). This is known as registering by declaration. The declaration is then sent to us for the birth to be officially registered. You can order birth certificates once the declaration has been completed in Kent or Bexley. There is a cost for copies of birth certificates.

To register by declaration you need to book an appointment with a registrar.

Book online at www.kent.gov.uk/registration.

Alternatively, call **03000 41 51 51**.

Do I have to pay?

It is free to register your child.

There is a cost for copies of birth certificates.

Who can register a birth?

If the parents were married or in a civil partnership at the date of the child's birth then either parent can register the birth. Both will be included on the birth register and birth certificate, even if only one attends the appointment. This gives both parents equal parental responsibility.

If the parents were not married or in a civil partnership at the date of the child's birth then both will need to attend the appointment for their details to be included on the birth register and birth certificate. This gives both parents equal parental responsibility. If the mother chooses to register the birth alone then the other parent's name is not included on the birth register or birth certificate, and they will not automatically have equal parental responsibility. It is sometimes possible to add the other parent's details at a later date.

If you are not sure who needs to come to the appointment then please call **03000 41 51 51** before booking.

What happens when I see the registrar?

The registrar will ask you:

- when and where your child was born
- full name/s of the child/children and the correct spelling
- full name/s of the parent/s and the correct spelling
- address and occupation of parent/s
- birth date and place of parent/s
- details of parents' marriage/civil partnership and any previous names (if applicable)
- your child's NHS number (if you have this).

Naming your baby

The registrar at your appointment will ask:

“What are the full names and surname in which your child will be brought up?”

The names you tell the registrar will be recorded on the birth register and birth certificate.

You will be asked to check the spelling of the names very carefully before you sign to say they are correct. Mistakes spotted after this time can only be corrected through a formal process, which will mean a delay and a cost to you.

The surname can only be changed later through adoption or a process called re-registration. Re-registration can be used to change the child's surname if the natural parents marry or enter into a civil partnership with each other after the birth was registered, or if you wish to add the natural father to the registration. Visit [**www.kent.gov.uk/registration**](http://www.kent.gov.uk/registration) to book a re-registration.

Do I need copies of the birth certificate?

A birth certificate is needed when you:

- apply for child benefit
- apply for a nursery and school place
- apply for a passport
- claim child benefit
- open a bank account

You can buy copies when you register the birth.

You can also order copies at a later date at **www.kent.gov.uk/registration**.

Commemorative certificate

You can also buy personalised commemorative certificates, which can be presented to family and friends. Commemorative certificates include the birth weight of your child and a personal message.

Where can I register?

You can register a birth in any of the following libraries:

Ashford	Ramsgate
Bexley (Register Office)	Sevenoaks
Broadstairs	Sheerness
Canterbury	Sittingbourne
Cliftonville	Swanley
Dartford	Tenterden
Deal	Tonbridge
Dover	Tunbridge Wells
Faversham	Whitstable
Folkestone	
Gravesend	
Herne Bay	
Hythe	
Larkfield	
Maidstone	

Visit: **www.kent.gov.uk/registration**
to check current locations

This publication is available in alternative formats and can be explained in a range of languages. Please call **03000 41 51 51** for details.

