

Registering a Birth – Information for your appointment

Making an Appointment

All births are registered by appointment only. To make an appointment please contact the Register Office, Civic Centre, Newcastle upon Tyne, NE1 8QH.

You can book an appointment using the **online booking system on the Newcastle City Council Website** – Search www.newcastle.gov.uk – Click on Births, Deaths and Marriages – follow the link 'Register a Birth'

Telephone 0191 278 7878 and ask for Registrars - 8.30am – 4.30pm Monday to Friday

Email registrars@newcastle.gov.uk and include your contact number.

About your Appointment

Appointments are held in the Main Reception, Civic Centre, Newcastle upon Tyne, NE1 8QH

Pay and Display parking is available at the rear of the building and is accessible via Sandyford Road. Other public parking is available in the city centre. Public transport links are close by.

Please arrive on time for your appointment otherwise you may not be seen.

Who should attend the appointment

- If parents are married or in a civil partnership either parent can attend alone to register the birth. Please note civil partnership is not the same as living together.
- Parents who are not married or in a civil partnership should attend the appointment together if both parent's details are to be entered into the register.

Birth Certificates

Birth certificates are available immediately after the birth is registered. The fee for a certificate is £11.00. You can purchase as many certificates as you want to. You will require a certificate to claim benefits, apply for passports and enrol with GP's and schools.

- **Please note – if you do not live in Newcastle upon Tyne you can register your baby by declaration through your local register office. Contact your local office for available appointments and advice.**