

The following documents are required by Dublin to apply for a Foreign Birth Registration Certificate.

| | | You | Parent | Grandparent |
|---------------------|---|-----|-------------|-------------|
| Original sent | Long Form Birth Certificate* | X | X | X |
| Original sent | Long-form Civil Marriage Application and License* | X | X | X |
| Notarized copy sent | Valid U.S. passport (a copy will be made at the IDC) | X | If living | If living |
| Notarized copy sent | Valid driver's license or other photo ID (a copy will be made at the IDC) | X | If living | If living |
| Original sent | Additional proofs of residency and name ** | 2 | 1 | 1 |
| Original sent | Death Certificate | | If deceased | If deceased |
| Original sent | 4 EU-sized photos (available at AAA) | X | | |

Description of long-form documents (*long-form birth certificates are not the normally issued document in the U.S.*)

- A long-form Birth certificate will include the *parents' names, age or DOB, and places of birth on the certificate.*
- Long-form civil marriage certificate and marriage license application that includes *parents' name, age or DOB, and place of birth on the marriage certificate or license application.*

Additional proof of residency and name that will be accepted include:

- Utility bills to the same address and name as indicated on your driver's license
- Bank statements to the same address and name as indicated on your driver's license
- Official government correspondence to the same address and name as indicated on your driver's license

FAQs

Where can I apply for new long-form birth certificates?

- For PA birth certificates:
 - o You can apply in person at the Division of Vital Records, 110 North 8th Street, Suite 108, Philadelphia, PA 19107, or online at www.portal.state.pa.us The office is open M-F, 8 AM-4 PM. Tel:215-560-3054. Please note that applying in person is more reliable.
 - o Local to Havertown, please visit Havertown Auto Tags 1409 Darby Rd, Havertown, PA 19083 The office is open M-F 9.30 am –8 pm, and can be reached at (610) 853-2833.
- For Irish birth certificates
 - o You can apply for a certificate online at <http://www.certificates.ie>
 - o Mailing a completed application to Civil Registration Office, Office of the Registrar General, Government Offices, Convent Road, Roscommon, Co. Roscommon, Ireland. (Tel: 011 353-90-663-2900).
 - o Northern Irish certificate online at www.gro.gov.uk/gro/content/ (Tel: 011 44-28-90-252-000).

Where can I apply for new birth certificates?

- You can apply for a marriage certificate from the “Register of Wills and Clerk of Orphan’s Court Division” at the courthouse in the county in which you were married. **Church licenses are not accepted.** If you are not married, please state. (Maryland is the exception; they do not provide long-form marriage certificates.)
- If married in Ireland apply online at <http://www.certificates.ie> or <http://www.nidirect.gov.uk/gro> for Northern Ireland. (**divorce certificate if applicable**)

Where can I get my photos?

- EU-sized photos are available at AAA. You can call your local pharmacy or photo center to see if they take EU-sized photos (45mm high by 35mm wide).

What is the fee for application?

- Fee - Adult: \$680; Child 0-17 years: \$500 (includes application fee, review of documents, witnessing, & mailing)

Who can benefit from my foreign birth registration?

- The guarantee of citizenship ends with those whose grandparents were born on the island of Ireland. In order for any of your children to be eligible for citizenship, they must be born AFTER your name is entered in the Foreign Birth Register.