

Registering your baby's birth in the Oldham or Rochdale area

An information guide



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Congratulations on the birth of your baby. We hope that the following information will help you with the procedure of registering your baby's birth.

By law, you must register the birth within 42 days of your baby being born. Registering a birth is free and takes around 20 minutes.

Where to register the birth

You should register the birth in the registration district where your baby was born.

Oldham Register Office can register babies born at **The Royal Oldham Hospital** or at **home in the Oldham area**.

If your baby was born at **home in the Rochdale area** please register your babies birth at the **Rochdale registry office**.

Registration at Rochdale and Oldham Register office is by appointment only.

Rochdale :

Rochdale Town Hall OL16 1AB

Telephone: 01706 924 783 or 01706 924 784

Monday to Friday 09:00 – 16:15

register.office@rochdale.gov.uk

Oldham :

Chadderton Town Hall, Middleton Rd, Oldham OL9 6PP

Telephone: 0161 770 8960

Tuesday to Friday 08:40 – 17:00

register.office@rochdale.gov.uk

Or online at **www.oldham.gov.uk**

Also book an appointment on line - visit the Oldham council website and follow the link

What if it is difficult for me to get to Oldham or Rochdale?

You may go to any other Register Office in England and Wales. The birth will not be registered there but the information will then be sent to the correct office.

Who can register the birth?

If you are married to the baby's father either parent can register the baby.

If you are not married at the time of the birth, the father's details can only be included in the register *if both parents go together to register the birth*. If your circumstances are different to these, please contact one of our offices for advice.

If you are not married to your baby's father, you do not have to have the father's details included in the register.

If the father's details are not included at the time of registration, it may be possible to add the father's details at a later date. Please contact the Registrar's office for advice.

If the father's details are recorded in the register he has equal parental responsibilities.

What information will the registrar need?

The Registration is a legal record and supporting document such as passports, driving licences, birth certificates and marriage certificates are required for both parents.

Baby's surname

Normally, you will give the surname of the mother or father (even if the parents are not married to each other and the father does not attend with the mother). Once the surname has been registered, you can only change it if one of the following applies:

- You apply to re-register the birth because you are not married to each other and the father's details were not included in the original registration, but you both now wish to include them
- You marry each other after the registration. In this case, you should re-register the birth, even if the child was given the father's surname in the first registration.

This is a complicated subject so please contact the Registrar's office if you need more advice.

What information will the Registrar ask for?

About your baby:

- Place and date of your baby's birth. If you have had twins or triplets we will need the time of each baby's birth.
- The baby's first names and surnames. Please ensure you have the correct spelling of all names.

About the baby's mother:

- First names and surname, surname before she was married and any other names used.
- Date and place of birth.
- Usual address and postcode on the day the baby was born.
- Occupation (optional).

- If married to the baby's father at the time of birth, the date you were married.
- The number of children you have.

About the baby's father (if these details are to be included):

- First names and surname and any other names used.
- Date and place of birth.
- Occupation.

Information for unmarried couples

- For unmarried fathers to get equal parental responsibility, both parents need to register the birth together.
- Parental responsibility for your child gives you important legal rights as well as responsibilities. Without it, you don't have any right to be involved in decisions such as where the child lives, their education, religion or medical treatment. With parental responsibility you are treated in law as the child's parent, and you take equal responsibility for bringing them up.
- Unlike mothers and married fathers, if you are not married to the baby's mother you do not automatically have parental responsibility for them.
- You can also get responsibility by marrying the child's mother, signing an official agreement with the mother or getting a court order – you might want to think about this if you have other children.

Family Lives has a free helpline where you can talk through the options and ask for advice. You can contact them via their website www.familylives.org.uk, or call them on 0808 800 2222.

Certificates

There are no free birth certificates, certificates are £11.00 each and this is a full certificate showing babies and parents full details.

Further Information

Further information can be found at:

www.rochdale.gov.uk/births-deaths-and-marriages

www.oldham.gov.uk/info/200127/births_marriages_and_deaths

If English is not your first language and you need help, please contact the Interpretation and Translation Service

Jeśli angielski nie jest twoim pierwszym językiem i potrzebujesz pomocy, skontaktuj się z działem tłumaczeń ustnych i pisemnych

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو مدد کی ضرورت ہے تو ، براہ کرم ترجمانی اور ترجمہ خدمت سے رابطہ کریں

Dacă engleza nu este prima ta limbă și ai nevoie de ajutor, te rugăm să contactezi Serviciul de interpretare și traducere

ইংরাজী যদি আপনার প্রথম ভাষা না হয় এবং আপনার সাহায্যের প্রয়োজন হয় তবে অনুগ্রহ করে দোভাষী এবং অনুবাদ পরিষেবাটিতে যোগাযোগ করুন

إذا لم تكن الإنجليزية هي لغتك الأولى وتحتاج إلى مساعدة ، فيرجى الاتصال بخدمة الترجمة الشفوية والتحريرية

☎ : 0161 627 8770

@ : interpretation@pat.nhs.uk

To improve our care environment for Patients, Visitors and Staff, **Northern Care Alliance NHS Group** is Smoke Free including buildings, grounds & car parks.

For advice on stopping smoking contact the Specialist Stop Smoking Service on 01706 517 522

For general enquiries please contact the Patient Advice and Liaison Service (PALS) on 0161 604 5897

For enquiries regarding clinic appointments, clinical care and treatment please contact 0161 624 0420 and the Switchboard Operator will put you through to the correct department / service

The Northern Care Alliance NHS Group (NCA) is one of the largest NHS organisations in the country, employing 17,000 staff and providing a range of hospital and community healthcare services to around 1 million people across Salford, Oldham, Bury, Rochdale and surrounding areas. Our Care Organisations are responsible for providing our services, delivering safe, high quality and reliable care to the local communities they serve.

The NCA brings together Salford Royal NHS Foundation Trust and the hospitals and community services of The Royal Oldham Hospital, Fairfield General Hospital in Bury, and Rochdale Infirmary (currently part of The Pennine Acute Hospitals NHS Trust).

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