

Registration and certificates

Register a birth

You are legally required to register your baby's birth within **42 days** of the date of birth, and in the borough where the birth took place. The baby does not need to be brought to the registration.

Babies born in Wandsworth

If your baby was born in Wandsworth, the birth must be registered at Wandsworth Register Office. You will need to [book an appointment](#). Appointments are available Monday to Friday between 9am and 4.30pm, and on Saturdays between 9.30am and 12.30pm.

If it is not convenient to come to our register office (for example, if you live far away), then you can go to any register office in England and Wales to give a declaration, and they will send us the information so that we can register the birth. If you go to another register office you must take a cheque book or postal order as payment for certificates.

Babies born outside of Wandsworth

If your baby was born outside of Wandsworth, we can take a 'birth declaration' on behalf of the relevant register office. You will need to bring payment in the form of a cheque or postal order as the declaration will be sent to that office by post.

Cost

- £4 per certificate (cash or card payment)
- £4 per certificate for declarations (cheque or postal order only)

Who can register the birth?

If you are married

If you were married at the time of birth, either parent can register the birth.

If you are not married

If you were not married, both parents must attend for the father's details to be entered into the register.

If you are not married, you can leave out the father's details from the register. If you would like to do this, tell the Registrar and they will ask only relevant questions.

You can enter the father's details at a later date, but you will need to contact us so that we can explain the procedure to you.

What to bring

It is essential that you bring:

- the fee for each certificate

- the discharge notes or the red book from the hospital
- for birth declarations: cheque or postal order
- if you do not understand English: please bring someone who can translate for you

It would also be helpful if you could bring your passport(s) or birth certificate(s)

What information is registered?

Child

- Date and place of birth. Separate dates and times for multiple births, such as twins
- The child's sex
- The first name, middle names (if applicable) and surname a child will be brought up with

Father (where applicable)

- First name, middle names (if applicable) and surname
- Date and place of birth
- Occupation at time of the child's birth. If not employed, the previous occupation

Mother

- First name, middle names (if applicable) and surname
- Maiden surname/surname at birth (if different than time of birth)
- Date and place of birth
- Occupation at time of the child's birth. If not employed, the previous occupation

Register Office location and accessibility

Contact us

Weekdays, 9am to 4.30pm (10am on the last Wednesday of the month and on Wednesday 2 December):

By phone

- 020 8871 6120
- For text relay from a minicom dial 18001 020 8871 6120
- For text relay from a landline or mobile dial 18002 020 8871 6120

Out of hours emergency:

- 020 8871 6000 (ask for the Superintendent Registrar)

By email

- registeroffice@wandsworth.gov.uk (general)
- ncs@wandsworth.gov.uk (nationality)

Visit us

The Register Office is accessed on Wandsworth High Street opposite South Thames College. The address is:

Register Office
Wandsworth Town Hall
Wandsworth High Street
SW18 2PU