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Order copy certificates

Last Modified June 29, 2020



Customer information regarding Coronavirus (COVID-19) updated 23 April 2020

Ordering certificates and coming to the Town Hall

The Town Hall is now closed to all customers

- For copy certificate production, we can no longer offer the Priority or Collect in Person Services.

If you wish to order a copy certificate, please use our online service (click below on '**Apply For A Copy Certificate Now**') until further notice or you can request a certificate by writing to us using the procedure stated in '**Other ways to apply**' below. Unfortunately we can no longer offer the Priority or Collect in Person Services.

If you need a certificate urgently, or you aren't able to request your Standard Service certificate online or by post, then please ring us on 01253 477177.

- We are currently experiencing an increased number of calls. Avoid calling between 12 – 2pm and if you still can't get through to us, please email us at <mailto:registrars.bdm@blackpool.gov.uk> and leave a contact number for us to call you back.
- All certificates are being posted out Royal Mail 2nd Class. Please be patient in waiting for your certificate to arrive. Our corporate mail collection days have been reduced therefore our post isn't being collected every day by the Royal Mail.

Please be aware that the situation is ever evolving and this guidance may need to be updated in line with government guidance as and when it is issued.

Records we hold

Blackpool registration service holds the following records:

- All the births, marriages and deaths registered within its district (Fleetwood and Fylde including Blackpool, Poulton and Kirkham) from 1 July 1837 to 1890
- Civil partnership records registered in Blackpool since 5 December 2005
- From 1890 to the present day, we only hold certificates where the birth, marriage or death took place within the local authority district of Blackpool

Records we do not hold

- We do not hold current records for events taking place outside of Blackpool. For example if you were born in Oldham you will need to contact Oldham Council
- Records for life events that took place in Fylde or Wyre (or in the sub-district of Fleetwood and Fylde) from 1890 will be held at [Lancashire Certificate Services](#).

[If in doubt where the event took place, search Lancashire birth, marriage and death](#). This website will tell you which registration service holds the record

Certificate costs

Service	Description	Postage	Online/postal/in person cost	Telephone application cost
Standard	We will process your application within three weeks.	Royal Mail 2nd Class post	£11	£16
Priority Service not currently available	We will fast-track your application aiming to produce certificates within 24 hours.	Royal Mail 1st Class post unless you choose a different delivery option	£35	£35

Please note: we currently cannot offer the Priority or Order/Collect in Person Services

Different delivery options

- Collect in person from the Customer First Centre, Municipal Buildings, Corporation Street, Blackpool. FY1 1GB (Currently suspended)
- Royal Mail 1st Class signed for – Recorded delivery - £3 (Currently suspended)
- Royal Mail Special Delivery – Guaranteed next working Day - £8 - for priority applications only (Currently suspended)

Apply for a copy certificate

You can apply for a certified copy of a birth, marriage, civil partnership or death certificate online.

[Apply For A Copy Certificate Now](#)

Other ways to apply

You can also apply for a copy certificate by:

- **Telephone:** You can apply for a certificate over the phone with a credit or debit card by ringing 01253 477177
- **In person:** You can apply for a certificate in person by calling into the Customer First Centre located on Corporation Street. The office is open Monday to Friday between 9.00am and 5.00pm (10.00am to 5.00pm on Wednesday) (Currently suspended)
- **By post:** You can apply for a certificate by post. Please send your request to the Registration service, Blackpool Council, Municipal Buildings, Corporation Street, Blackpool FY1 1GB enclosing a cheque or postal order made payable to Blackpool Council

Missing certificate policy

- Once your certificate leaves our office and is passed to the Royal Mail, if it goes missing in the post and you have chosen 1st or 2nd Class postage, you will need to contact Royal Mail to investigate.
- If your certificate does go missing, we will not issue a free replacement and you will need to purchase another.

Apply for your adopted record

You can access your birth records if you don't have them because you were adopted.

- You need to be 18 or over to do this
- Everyone adopted before 12 November 1975 will need to attend a counselling session with an approved adoption advisor first

[Details of how you can do this are available on the Gov.UK website](#)

Apply for a stillbirth certificate

[Information on how to apply for a stillbirth certificate](#). Only the parents of the child can apply for this certificate.

Privacy policy

The information you give us will be used solely for the purposes of your request and will not be divulged to any other third party.

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