

Please complete and return to:
 Vital Certificates Ltd
 Batley Business Park
 Technology Drive
 Batley, WF17 6ER, United Kingdom
 Fax: +44 (0)845 838 8433



**Birth Certificate
 Order Form**

Details of the certificate required:

Subject full name at birth :	
Date of birth (see note 1):	
Father's full name (see note 2):	
Mother's full name (see note 2):	
Mother's maiden name (see note 2):	
Place of birth:	

Service Options

Please choose the certificate authority:

England/Wales	Scotland	Northern Ireland	British Overseas	Channel Islands
Standard Service (8-10 days) £24.95 + vat	Standard Service (15 days) £24.95 + vat	Standard Service (12 days) £24.95 + vat	Standard Service (8-10 days) £24.95 + vat	Standard Service (8-10 days) £34.95 + vat
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>
Priority Service (3 days) £39.95 + vat	Priority Service (3 days) £49.95 + vat	Priority Service (3 days) £49.95 + vat	Priority Service (3-4 days) £39.95 + vat	Priority Service Unavailable
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	

Optional Services **Delivery Options**

	UK Deliveries			Overseas Deliveries		
	1st Class (Free)	Recorded (£3.00+vat)	Sp. Delivery (£6.50+vat)	Airmail (Free)	Tracked (£10.00+vat)	Courier (See Price List)
Scan Copy (£2.50+vat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apostille (See Price List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Billing Address: **Shipping Address:** **Payment Choice**

Name:		Credit Card <input type="checkbox"/> (Complete Below)
Address:		
Postcode/Zip Code:		Cheque/PO <input type="checkbox"/> (Payable to Vital Certificates Ltd)
Country:		
Contact Telephone Number:		
E-mail Address:		

Card Payment Information (Visa/Mastercard/Solo/UK Maestro/American Express accepted)

Card Number:

Start Date (if stated) Issue Number (if stated) Expiry Date CVC Security Code
 / /

Name on Card:

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Birth Certificate Order Form

Notes and explanations:

This order form cannot be used where the person has been adopted.

Note (1): If the exact date of birth is not known, please state the year. We will search 2 years either side of this year.

Note (2): These details are required under UK identity theft legislation for births since 1958. In all cases, the mother's maiden name is helpful where multiple name matches are found during research.

What is...?

Scan Copy: We will take a scan of the certificate and email it to you before posting. This can be helpful where a photocopy is sufficient for your purposes, especially for overseas applications.

Apostille: We will arrange for the Foreign & Commonwealth to legalise the document for overseas use. An Apostille stamp will be added to the reverse of the certificate, with the addition of a raised seal.

CVC Security Code: This is either the last 3 digits printed on the signature strip on the reverse of your card, or for American Express cards, the 4 digits printed on the right above the card number on the front of your card.

Payment Calculator

You may find the grid below useful to calculate the total payment due for your purchase.

	Price	Quantity	Line Total
Certificate Fee:			A
Options (Scan or Apostille):			B
Delivery (For courier fees please check the enclosed price list):			C
Subtotal (Add together boxes A + B + C):			D
VAT (see below)* (Multiply Box D by 0.2 or 20%):			E
Total (Add together boxes D + E):			

*VAT (at 20%) is only chargeable where the certificate is being shipped within the EEC. You MUST add this if delivery is to the following countries:

United Kingdom	Denmark	Hungary	Malta	Slovenia
Austria	Estonia	Ireland	Netherlands	Spain
Belgium	Finland	Italy	Poland	Sweden
Blugaria	France	Latvia	Portugal	
Cyprus (Southern Only)	Germany	Lithuania	Romania	
Czech Republic	Greece	Luxembourg	Slovakia	