Certified Copy Request Form

APPLICATION TO REQUEST CERTIFIED COPIES OF BAPTISM
OR MARRIAGE CERTIFICATES

Please use this form if you wish to obtain a certified copy of a baptism certificate or post 1837 (new style) marriage certificate.

If you do not have the full reference you will need to visit the office in person during our usual open times or use our Postal Research Service to obtain this information first.

When you have the full reference please complete the details below and return the form to:

Northumberland Archives, Woodhorn, QEII Country Park,
Ashington, Northumberland NE63 9YF

PAYMENT: **Cheques are payable to Northumberland Archives**

Baptism certificate	£18.00
Baptism certificate: express same day service	£36.00
Marriage certificate	£18.00
Marriage certificate: express same day service	£36.00

***** delete as appropriate

Name:_____

Address: _____

_____

Telephone: _____

Details of request

I require a certified baptism/marriage certificate ***** delete as appropriate

Name of Parish Church _____

Date of event:_____

Name of person/s_____

Postage & Package Options	Standard First Class	£4.15	☐
	Signed for not tracked	£6.00	☐
	Special Delivery by 1pm next day tracked	£10.00	☐

Please tick your chosen postage option.

General Data Protection Regulations 2018. The personal details recorded on this form will be retained by Northumberland Archives solely in connection with your request for a certified copy and and will not be disclosed to a third party without the consent of the individuals. Our full Privacy Notice is available at www.northumberlandarchives.com

Sept 2024