

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 [Card payments Accepted].**

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

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	£5.00	<input type="checkbox"/>
	Signed for not tracked	£7.00	<input type="checkbox"/>
	Special Delivery by 1pm next day tracked	£10.00	<input type="checkbox"/>

[Please tick your chosen postage option].

Receipt Number: -

Date & Amount Paid: -

Initials of Staff who Dealt with case: -

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 will not be disclosed to a third party without the consent of the individuals. Our full Privacy Notice is available at [www.northumberlandarchives.com](http://www.northumberlandarchives.com)