

How to order a certificate (also known as an official extract)

1 Order Online

You can search for and order birth, death, marriage, divorce, civil partnership and dissolution of civil partnership, census and old parish register certificates online for **£12 per certificate** at www.scotlandspeople.gov.uk. You will need a credit or debit card to use this service

2 Information you need to order a certificate

Event Type		Information Needed
Statutory – Birth, Marriage, Death, Civil Partnership, Divorce, Dissolution		Full name of the person(s) whose certificate you require. Date and place the event took place. Names of parents (including mother's maiden name) for common surnames.
Census		Year Full name and address of the person
Old Parish Register	Birth/Baptism	Full name, date or year, parent's names, place of birth.
	Marriage/Banns	Full name of both parties, year and place of marriage.
	Death/Burial	Full name, date or year of death, place of death.

3 Order by post

You can order by post. You can download and print out the relevant application form from the NRS website.

- [SU3 application form](#) – birth, adoption, marriage, civil partnership, divorce, death, dissolution, or old parish register certificates.
- [SU9 application form](#) – census certificate
- [SU19 application form](#) – certificate(s)/no trace divorce letter

4 Order by phone (Not available for census or old parish register certificates)

If you have a credit or debit card you can also order a birth, marriage, death, civil partnership, dissolution, divorce and adoption certificate by phone on:

0131 314 4411 (+44 131 314 4411 from outside the UK)

Orders and enquiries: 9:00am – 4:30pm, Monday – Friday (except public holidays)

5 No trace divorce record

Although not an official certificate, we issue a formal letter in support of a divorce application through the Courts as evidence of an individual's marital status within Scotland. This letter has to cover the period from the date of marriage to the present date. Both parties' names, date and place of marriage must be provided. You can apply by post via form SU19. The cost is £5.00 for each five year period searched from the date of marriage.

6 We accept payment by these methods

Order online via ScotlandsPeople website	Order by post	Order by telephone
Debit/Credit card PayPal	Debit/Credit card Sterling cheque British postal order	Debit/Credit card

If paying by Credit/Debit card please quote your card number, cardholder's name, signature and address, start/expiry dates, security code (the 3 digit number on the reverse of the card). (Please note that we do not accept American Express cards). For security reasons we do not recommend sending credit/debit card details by email, and please do not send us cash by post.

Payments by sterling cheque/British postal order should be crossed, and made payable to the 'Scottish Government'. If, when paying by cheque or postal order, we will refund, by cheque, any excess funds remitted over £4 (£5 for international orders). We will not automatically refund monies below these amounts.

7. Processing times and charges

We aim to process and dispatch online applications within 15 working days of the order being received. Customers selecting **priority processing service** will have orders processed and dispatched by the next working day. If ordered before **1:00pm**, orders can be received the same working day. Processing fees are applied as below, and exclude delivery costs.

Method of Request	Cost (excluding postage)	Target From date of order	Search Fee (if entry not found)
Online via ScotlandsPeople website – Priority Service	£12 per certificate	Issue within 15 working days	Not applicable
	£27 per certificate	Issue next working day (Before 1:00pm – same working day)	Not applicable
Telephone orders – Priority Service	£15 per certificate	Issue within 8 working days	£5
	£30 per certificate	Issue next working day (Before 1:00pm – same working day)	£5
Post, Form SU9 and SU3 (includes OPR and Census)	£15 per certificate	Issue within 8 working days	£5
Form SU19 - No Trace Divorce Letter	£5 charge for each five years married (or part thereof)	Issue within 8 working days	£5

8. Postage

All certificates are issued by 1st class UK mail, standard airmail or by the alternative UK mail delivery option selected by the customer. We do not have a collection service nor use couriers. Delivery times depend on your choice of postage, and will only apply once your order has been processed.

For more information on the latest postage charges, please refer to the ScotlandsPeople website page, **Ordering Certificates**.