



# West Dunbartonshire Council

## **EXTRACT CERTIFICATES**

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### ***Where can I get an extract certificate of Birth, Death, Marriage or Civil Partnership which has been registered in Scotland?***

You may go to **any** registration office in Scotland which is convenient for you. All computerised registration offices now have access to most of the records for the whole of Scotland, and may issue extract certificates from all other registration districts as well as their own with the exception of any events registered within the last 12 months which have to be purchased from the office where the event was registered.

This means you can usually obtain all your Scottish certificates from the one registration office saving both time and expense.

### ***What is the cost?***

If you need a new certificate of any birth, death, marriage or civil partnership, the fee payable is £15.00. This is made up of a £5.00 search fee plus a £10.00 document fee. If you need more than 1 copy of the same certificate, please note you only pay the £5.00 search fee once.

If you have an abbreviated certificate or a damaged certificate at home, please take it with you to the registration office because it will save you paying the £5.00 search fee leaving you only £10.00 to pay. Please note a photocopy is unacceptable for this purpose.

### ***Where is our office?***

- ❖ Municipal Buildings, College Street, Dumbarton G82 1NR Tel: (01389) 738350  
E-mail: [dumbarton.registrars@west-dunbarton.gov.uk](mailto:dumbarton.registrars@west-dunbarton.gov.uk)

### ***Opening hours are:-***

Monday to Friday:- 9.00 a.m. to 4.00 p.m.

***For your convenience you may order your new certificate(s) by telephone, pay the fee by credit/debit card and we will post the certificate(s) and receipts out to you next day at the latest.***