

Gen-Guide to NZSG CERTIFICATE PURCHASING SERVICE



Birth, Marriage and Death Certificates from England, Wales and Scotland are available for purchase through the NZSG Certificates Purchasing Service.

A scanned image of a 'CERTIFIED COPY OF AN ENTRY OF DEATH' from the General Register Office, England. The document is filled out with handwritten information. At the top, it says 'CERTIFIED COPY OF AN ENTRY OF DEATH' and 'GIVEN'. Below this, the 'REGISTRATION DISTRICT' is 'Tisbury' and the 'DEATH in the Sub-district of' is 'Dednorton' in the 'Parishes of Oxton'. The table below contains the following information:

No.	When and where died	Name and surname	Sex	Age	Occupation	Cause of death	Signature, description and residence of informant
1	1858	Richard	Male	47	Labourer	Old age	George Cook, Dednorton, in attendance

The document also includes a red circular seal at the top right, a green circular seal at the bottom left, and a red rectangular stamp at the bottom right. The text 'CERTIFIED to be a true copy of an entry in the certified copy of a Register of Deaths in the District above mentioned.' is visible, along with the date '15th day of' and the number 'DXZ 440193'. A cautionary note at the bottom states: 'CAUTION: It is an offence to falsify a certificate or to make or knowingly use a false certificate or a copy of a false certificate intending it to be accepted or granted as the purport of any person or to present a certificate knowing it to be false without lawful authority.'

New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE



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Series Editor: Roger Washbourn

159 Queens Road, Panmure, Auckland, 1702
PO Box 14036, Panmure, Auckland 1741
New Zealand

Telephone 09 570 4248
Email: nzsgmanager@genealogy.org.nz
Website: <http://www.genealogy.org.nz>

General Register Office (GRO) & Scottish Certificate Purchasing Services

These are New Zealand Society of Genealogists members-only services. The current officers' addresses can be found on the 'Where to Write' page in the *The New Zealand Genealogist* magazine. Further information and current prices can be found in the Resources section of the website at www.genealogy.org.nz

GRO Certificates Purchasing Service

About the GRO Certificates Purchasing Service

The civil registration of births, deaths and marriages in England and Wales began on 1 July 1837. This service enables members to purchase certificates of the registration of these events from England and Wales. To purchase a certificate using this service, you must first obtain a reference number for the relevant registration.

How do I find the reference number?

You must have a reference number before requesting a certificate. There are several different ways you can do this.

1. Through the *FreeBMD* website.

The GRO indexes are progressively being extracted into a searchable database by a team of volunteers. The years that have already been extracted are freely available for searching on the Internet at <http://freebmd.org.uk/>

A search may return something similar to this example :

Surname	First name(s)	Age	District	Vol	Page		
Deaths Mar 1865 (>99%)							
EVERLEY	Clarinda		Warminster	5a	133	info	
EVERLEY	Henry Robert		Newington	1d	158	info	
Deaths Jun 1865 (>99%)							
Everley	Sarah		Basford	7b	88	info	
Deaths Mar 1866 (>99%)							
EVERLEY	James	65	Warminster	5a	107	info	
EVERLEY	William	80	Loughbro	7a	72	info	
Deaths Sep 1866 (>99%)							
Everley	Joseph	27	Clifton	6a	80	info	

The reference numbers you require are those in the columns labelled 'Vol' and 'Page' in the example above. For example, if the certificate you seek is for the death of Sarah Everley at Basford in the June quarter of 1865, the reference number you require is 7b 88. You also need to note the person's full name (and age for later deaths), whether it is a birth, death or marriage, the quarter and year (*not* the date of the event) and the registration district.

Remember that the time periods shown in the index search results relate to when the event was registered, not when it occurred.

2. Through the NZSG Research Service.

The NZSG Research Service at researchservice@genealogy.org.nz will look up the indexes to the GRO registrations for you, for the period 1837-1992, if you are unable to access the indexes yourself. For full details of this service and how to use it, log in as a member to the NZSG website at:

https://www.genealogy.org.nz/GRO_England_Wales_Index_244.aspx

3. Through commercial websites.

GRO Indexes are also available on the *Ancestry* and *Find My Past* websites, at a cost, either as part of a subscription or on a "pay per view" basis.

How much do the certificates cost?

The current cost per certificate is **NZ\$25.50**, but this is subject to fluctuations in the NZ/UK exchange rate. Check the latest *The New Zealand Genealogist* 'Where to Write' page or email Accounts@genealogy.org.nz for the current cost. Any change to this amount will be notified through the magazine and on the website.

How do I purchase a certificate?

1. Print out the purchase request form (F34 GRO Certificate Service Purchase Request Form) from the website, at <https://www.genealogy.org.nz/data/media/documents/Forms/F34%20GRO%20Indexes%20Purchase%20Request.pdf>
 - or request one from the appropriate Purchasing Officer with a stamped addressed envelope.
2. Complete the form, making sure you include your membership number and your name and address.
3. Check that you have included:
 - Your completed purchase request form;
 - A cheque made out to New Zealand Society of Genealogists Inc for the correct amount for the number of certificates that you are requesting; and
 - A stamped, self-addressed standard DLE envelope (business sized 225mm x 114mm). Your certificate(s) will be sent to you in this envelope.

Post your request to: GRO Certificate Purchasing Service
Mr and Mrs R. Siebert
PO Box 66

Helensville
Auckland 0840.

Check the 'Where to Write' page in the latest *The New Zealand Genealogist* or the NZSG website for the officer's current address.

A bulk order is sent to England for processing every second weekend. The response time from dispatch of the bulk order to your receipt of the certificate(s) will be approximately two weeks. Please be patient if it takes a little longer than this.

For enquiries contact GROCert@genealogy.org.nz

Scottish Certificate Service

About the Scottish Certificate service

Civil registration of births, deaths and marriages for Scotland began in 1855. Indexing is based on the date of registration, not the date of the actual event.

How much do the certificates cost?

The current costs are given below, but these are subject to fluctuations in the NZ/UK exchange rate. Check the latest *The New Zealand Genealogist* 'Where to Write' page or email Accounts@genealogy.org.nz for the current cost. Any change to this amount will be notified through the magazine and on the website.

Full certificates can be purchased. However a transcript or digital copy is cheaper and is sufficient for genealogical purposes.

They are available for the following periods (prices in NZ\$ correct as at February 2017):

Digital copies with reference or date and place	\$4.00
Births	1855-1913
Marriages	1855-1938
Deaths	1855-1963
Parish Registers (per page) up to 1855	
Catholic parish register entries.	
Transcripts with reference or date and place	\$6.00
Births	1914-2013
Marriages	1939-2013
Deaths	1964-2013
Index Searches	Please contact the Certificate Purchasing Officer.
Register of corrected entries	\$2.00
Wills to 1925	\$6.00

Full Certificate for legal purposes \$33.00
(Please note that this gives no more information than a digital copy.)

How do I identify the certificate that I want?

There are two options.

1. Supply a registration district, reference number and year. These are available from the indexes published each year.

The registration district, reference number and year can be obtained in one of two ways –

- i) From indexes on films obtainable through the LDS Church.
- ii) The easiest way (although via a pay-to-view website) is to use the *Scotland's People* website at <http://www.scotlandspeople.gov.uk/> where indexes from 1855 to 2013 can be searched.

This is an example of a search result on *Scotland's People* -

No	Year	Surname	Forename	Sex	District	City/ County/ MR	GROS Data	Image	Extract
1	1880	LAING	SYDNEY HERBERT	M	ST ANDREW (EDINBURGH)	EDINBURGH CITY/MIDLOTHIAN	685/02 1329	View (5 Credits)	Order

[Click here for printer-friendly grid](#)
[Click here for map instead of grid](#)

[In this example, the registration district is St Andrew/Edinburgh; the year is 1880; and the reference number is 685/02 1329.]

2. Supply the officer with an approximate date and place of the event (birth, death or marriage) and any other relevant information, e.g., a woman's maiden name, or a person's age at death. This enables a search to be made.

How do I make a request?

1. Print the request form (F33 Scottish Certificate Service Request for Purchase) from the website at:
<https://www.genealogy.org.nz/data/media/documents/Forms/F33%20Scottish%20Certificate%20Service%2020022017.pdf>
- or request a copy from the appropriate Purchasing Officer, enclosing a stamped addressed envelope. NB: Print *both* pages if requesting a search.
2. Complete the request form, making sure you include your membership number and your name and address.
3. Check that you have included:
 - Your completed form;
 - A cheque made out to *New Zealand Society of Genealogists Inc* for the correct amount for the number of documents you are requesting; and
 - A stamped, self-addressed standard DLE envelope (business sized 225mm x 114mm). Your certificate(s) will be sent to you in this envelope.

- **Post your request to:** Scottish Certificate Purchasing Service
Ms Pam Hamlyn
3a Brett Avenue
Takapuna
Auckland 0622.

Check the latest issue of *The New Zealand Genealogist*, 'Where to Write' page for the officer's current address.

For enquiries contact ScotCert@genealogy.org.nz
