

GUIDELINES:
APPLICATION FOR BIRTH/DEATH/MARRIAGE CERTIFICATES

PLEASE NOTE:

- Persons residing in foreign countries who are desirous of applying for Birth, Death or Marriage Certificates can submit an application to be processed through the Embassy of Guyana in Brussels.
- The request for any of the above-mentioned Certificates would only be processed if there was prior registration of the Birth, Death or Marriage at the General Register Office (GRO) in Georgetown, Guyana.
- The Applicant must ensure that the information entered on the Application Form is accurate.
- **Certified English translations of all documents in foreign languages are required.**
- **All original documents will be returned to the Applicant.**
- **Alternatively, persons residing in foreign countries can submit applications to the General Register Office (GRO) through relatives or friends currently residing in Guyana. The processing time would be faster and would facilitate urgent situations.**

DOCUMENTATION:

- A letter addressed to the Embassy requesting an application for a Birth, Death or Marriage Certificate, clearly stating the full name and postal address to whom the required Certificate should be mailed.
- Completed Application Form
- Valid Photo Identification (Coloured Copy of Identification Card or Passport)
- Original Deed Poll/Certificate of Marriage or any other relevant document – if there was a change of name other than what was recorded on the original Certificates of Birth or Marriage being requested)

FEES:

- Application for Birth, Death, Marriage Certificate: €3
- Return Postage of Documents via Registered Mail: €10

The Embassy would not be in a position to commence the process if the respective fees are not received. The fees can either be enclosed in the envelope with the documents to be posted to the Embassy or transferred into the Embassy's Bank Account. In the case of a bank transfer, please see account details below:

- Embassy of Guyana (Birth, Death, Marriage Certificate Fee)

IBAN BE67 3101 0073 4687
BIC Code BBRUBEBB
ING Bank
Agence Meudon
Av Georges Henri
1200 Brussels

- Embassy of Guyana (Return Postage Fee)

BE78 3101 0073 4586
BBRUBEBB
ING Bank
Agence Meudon
Av Georges Henri
1200 Brussels

PLEASE TRANSFER THE EXACT FEE INTO THE ACCOUNTS. THE EMBASSY WOULD NOT BE IN A POSITION TO REFUND ANY EXCESS PAYMENT.

PROCESS:

An application can be submitted to the Embassy either in person or through the post.

The Embassy will send the Application to be processed by the General Register Office (GRO) in Georgetown, Guyana via courier. This process can take approximately four (4) months.

The Applicant is required to confirm receipt of the Certificate and other documents by signing and returning to the Embassy the “**Receipt of Documents Slip**” via email address consular@embassyofguyana.be.

EMBASSY'S POSTAGE ADDRESS:

Embassy of Guyana
114 Boulevard Brand Whitlock (3rd Floor)
1200 Brussels
Belgium