

The Henry Smith Charity

founded in 1628

Kindred Registration

Information sheet

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Thank you for your interest in registering with us. Kindred must provide evidence of how they are related to someone who is already registered on our family tree. We mainly use birth (or adoption) and marriage certificates for this purpose.

To register each individual (e.g. yourself, a child or grandchild) we need to see their birth or adoption certificate, and to register a spouse or partner it's the relevant marriage or civil partnership certificate we need (we do not need that person's birth certificate).

A marriage or civil partnership certificate should also be sent to us to evidence a change of name (e.g. if someone's last name changes when they marry).

Certificates must be originals or certified copies. We do not accept scans or photocopies. Please note also that **birth certificates must be the long version showing the name of the parent(s)**, as this is how we track the Kindred link between generations. We cannot accept the short version for registration purposes.

If you do not have, or prefer not to send us your originals, you will need to obtain certified copies.*

Please send your certificates to our office address, as shown at the bottom of this document.

We recommend you send your certificates using a tracked delivery service. They will be returned to you the same way once we've completed registration. This usually takes three to four weeks. Please remember to include a brief covering note with your address, phone number and email address.

If you have any queries please contact us at kindred@henrysmithcharity.org.uk or through the number printed on this letterhead (the Kindred Team is option 2 in our menu). You can also request a call back using the form in the Contact Us section of our website.

* Certified copies of births and marriages registered in England or Wales can be purchased direct from the GRO (General Register Office) who charge £11 per copy. Alternatively you can take your originals to a solicitor who will make a certified copy for a small fee. For births and marriages registered outside of England and Wales you would need to contact the relevant registration authority for that area or country. In Scotland, for example, you would apply to ScotlandsPeople. For those living abroad, the nearest equivalent to a certified copy is often a 'notarised' copy from a Notary Public.

If someone's name has changed for reasons other than a marriage or civil partnership we may need to see the Deed Poll to evidence the change, but this is unlikely to be relevant for most people.