

# DECLARATION OF BIRTH

## WHEN TO DECLARE ?

It is mandatory for the declaration of birth of a child to be made within five days of the birth, with the Civil Registrar of the place of birth (the day of the birth is not included in the five days).

When the last day is a Saturday, a Sunday, a public holiday or a non-working day, this period is extended until the first following working day.

DAY OF BIRTH →	DEADLINE
Monday →	The following Monday
Tuesday →	Monday
Wednesday →	Monday
Thursday →	Tuesday
Friday →	Wednesday
Saturday →	Thursday
Sunday →	Friday

## WHERE TO GO ?

### • HÔTEL DE VILLE [TOWN HALL] OF MONTPELLIER

1, place Georges Frêche

Mondays, tuesdays, wednesdays and fridays from 8:30 a.m. to 5:30 p.m. and thursdays from 10 a.m. to 7 p.m.

A civil registry service for the receipt of birth declarations is provided at the premises of :

### • HÔPITAL ARNAUD DE VILLENEUVE

191, avenue du Doyen Gaston Giraud

Mondays, wednesdays and fridays from 9:00 to 12:00 and from 1 p.m. to 5 p.m.

### • CLINIQUE CLÉMENTVILLE

25, rue de Clémentville

Mondays and fridays from 9:00 to 12:00 and from 1 p.m. to 5 p.m., wednesday from 9:00 to 12:00.

### • CLINIQUE SAINT ROCH

560, avenue du Colonel Pavelet

Mondays, wednesdays and fridays from 9:00 to 12:00 and from 1 p.m. to 5 p.m.

Thus, all births occurring in these institutions can be declared on the spot.

## WHO CAN DECLARE ?

One of the parents or, failing that, the doctors, midwives or any other person who attended the birth, who may be a family member or any other adult.

## REQUIRED DOCUMENTS

The Civil Registrar must be able, when he registers a birth and draws up the birth certificate, to verify the **veridicity of the information** communicated to them for this purpose, with the following documents :

- **the medical certificate of delivery** issued by the hospital or the clinic,
- **the family book**, if it exists, or the marriage certificate,
- **the identity documents** of each of the parents,
- <sup>(1)</sup> **the joint declaration** of choice of name form (if applicable) signed by both parents,
- **the act of prenatal recognition** (if applicable),
- **full copies** of the parents' birth certificates (except if born in Montpellier).

## FOREIGN NATIONALS :

- **certificate of law** for the transmission of the family name or a given name in application of the legislation of the country. In the absence of this document, French law will be applied.
- **marriage certificate** translated into French.

## SPECIAL CASES

For births at home, the parents must, within this same period, declare the birth of their child and present a medical certificate drawn up by a Doctor or a midwife.

## CHOOSING THE SURNAME <sup>(1)</sup>

The joint declaration of name must be made in writing and signed by both parents. It allows the parents in respect of whom filiation is established on the day of the declaration of birth, to choose the name that their first common child will bear.

- the name of the father,
- the name of the mother,
- the names of the two parents joined together in an order chosen by them.

The form can be downloaded from the town's website. **montpellier.fr**

## FOR ANY INFORMATION - TOWN OF MONTPELLIER

RELATIONS WITH USERS, INHABITANTS AND CITIZEN ENGAGEMENT DEPARTMENT

Civil Registry Department - Hôtel de Ville (Town Hall)

1, place Georges Freche - 34267 Montpellier Cedex 2

Ph. +33(0) 467 347 079

Physical and telephone reception :

**Mondays, tuesdays, wednesdays and fridays from 8:30 a.m. to 5:30 p.m.  
and thursdays from 10 a.m. to 7 p.m.**

montpellier.fr

