



Complete the form in Finnish, Swedish or English. Use the Latin alphabet. You can submit this form and the necessary documents to a Finnish diplomatic mission if you are a Finnish citizen or a permanent resident of Finland. Otherwise, you can ask the diplomatic mission whether it is possible to submit documents through them. If you cannot submit the documents through the diplomatic mission, deliver the form and the documents A) by post or personally to the Digital and Population Data Services Agency or B) to the State Department of Åland if your current or most recent municipality of residence is in Åland. Before you complete and return the form, check the instructions for submitting the documents at [www.dvv.fi/en/submitting-foreign-documents](http://www.dvv.fi/en/submitting-foreign-documents).

**CHILD**

Surname	Forenames
Personal identity code or date of birth	Sex <input type="checkbox"/> Boy <input type="checkbox"/> Girl
Place of birth	Country of birth
Federated state or other corresponding subdivision of state of birth (abbreviation if applicable)	
Citizenships (all)	Native language (Give only one mother tongue.)
Street address, postcode, city and country	
Preferred communication language, if native language other than Finnish or Swedish <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish	Child born during marriage <input type="checkbox"/> Yes <input type="checkbox"/> No
Paternity/maternity confirmed for child born outside of marriage <input type="checkbox"/> Yes, date:	<input type="checkbox"/> No
Adopted child <input type="checkbox"/> Yes <input type="checkbox"/> No	Birth via surrogate <input type="checkbox"/> Yes <input type="checkbox"/> No

**BIRTH MOTHER/ADOPTIVE MOTHER**

Surname	Former surnames
Forenames	Personal identity code or date of birth
Citizenship	Marital or civil partnership status
Preferred communication language <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish	The person is the child's custodian <input type="checkbox"/> Yes <input type="checkbox"/> No
Street address	Postcode, city and country
Telephone number	E-mail address (I agree that this e-mail address may be used for contact purposes and decisions in regard to my registration.)

**FATHER/ADOPTIVE FATHER/CONFIRMED MOTHER**

Surname	Former surnames
Forenames	Personal identity code or date of birth
Citizenship	Marital or civil partnership status
Preferred communication language <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish	The person is the child's custodian <input type="checkbox"/> Yes <input type="checkbox"/> No
Street address	Postcode, city and country
Telephone number	E-mail address (I agree that this e-mail address may be used for contact purposes and decisions in regard to my registration.)

**REQUIRED DOCUMENTS** (legalised and translated if necessary, see instructions: <https://dvv.fi/en/legalisation-of-foreign-documents>).

Birth Certificate  
 Statement on establishment of paternity/maternity  
 Custody decision  
 Clarification of a child's citizenship other than Finnish

**DATE AND SIGNATURE**

Date	Signature and printed name of the person submitting the notification
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## Privacy statement

**The controllers for the Population Information System are the Digital and Population Data Services Agency and the State Department of Åland.** The switchboard number of the Digital and Population Data Services Agency is +358 295 536 000. The email address for the registry office is [kirjaamo@dvv.fi](mailto:kirjaamo@dvv.fi). For more specific contact information, visit our website at [www.dvv.fi/en/contact](http://www.dvv.fi/en/contact). The contact information for the State Department of Åland is available at [www.ambetsverket.ax](http://www.ambetsverket.ax).

### Why is my personal data collected?

The information you enter on the form is entered into the Population Information System. The Population Information System is maintained to facilitate, implement and ensure society's functions and information services as well as the rights and obligations of its members. The maintenance of the Population Information System is a legal obligation of the Digital and Population Data Services Agency. For more information on the processing of personal data related to the Population Information System please see [www.dvv.fi/en/pis-privacy-statement](http://www.dvv.fi/en/pis-privacy-statement).

### How long will my personal data be retained?

As a rule, the personal data entered in the Population Information System is stored permanently.

### Will my personal data be disclosed to others?

Provisions on the disclosure of data in the Population Information System are laid down in legislation. Personal data is disclosed to central and local government authorities for the purpose of carrying out their duties. Personal data may also be disclosed to individuals and entities where they need information to fulfil their rights or obligations, as well as for direct marketing, opinion and market research, address services, customer register updating, historical or scientific research or other similar purposes.

### What are my rights?

You have the right to inspect and correct the data that pertains to you and is stored in the Population Information System free of charge. You can access your information at [www.suomi.fi/your-data/personal-data](http://www.suomi.fi/your-data/personal-data), by visiting one of our service locations in person or by making a subject access request via the registry. If you notice any shortcomings in your data, you can correct them yourself by using the service for control of personal information, by visiting our service location or by contacting us by phone at +358 295 536 220. You can also prohibit the disclosure of your personal data for direct marketing, opinion and market research, public registers or genealogical research. You can prohibit the disclosure of data in the service for control of personal information or by notifying the Digital and Population Data Services Agency of the matter. For more information on prohibiting the disclosure of data, please see [www.suomi.fi/your-data/personal-data](http://www.suomi.fi/your-data/personal-data).

If you would like to ask about the processing of your personal data, you can contact the Digital and Population Data Services Agency's Data Protection Officer by email at [tietosuojaja@dvv.fi](mailto:tietosuojaja@dvv.fi).

If you believe that your personal data has been unlawfully processed, you have the right to lodge a complaint with the Office of the Data Protection Ombudsman. The contact details for the Office of the Data Protection Ombudsman are listed on the Office of the Data Protection Ombudsman website at [www.tietosuojaja.fi/en/](http://www.tietosuojaja.fi/en/).