

# Application for a Birth Certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

- Commemorative Certificate Package** (Includes a standard certificate. Specify design e.g. Gum Blossom: 2)  Urgent  Non-urgent
- Harbour (Qty) \_\_\_\_\_  Booties (Qty) \_\_\_\_\_  Handprint:  Blue (Qty) \_\_\_\_\_  Pink (Qty) \_\_\_\_\_
- Gum Blossom (Qty) \_\_\_\_\_  Nursery (Qty) \_\_\_\_\_  Feet:  with parents details (Qty) \_\_\_\_\_  no parents details (Qty) \_\_\_\_\_
- Standard Certificate** (Qty) \_\_\_\_\_  Urgent  Non-urgent  International Express Post

Your certificate will be mailed to you if your application was received by post and is charged a postage and handling fee. See separate "Fees for Products and Services" Flyer.

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.

**APPLICANT'S DETAILS** (details of person completing this form). Please provide at least three (3) certified copies of identification with your application.

Family Name   
Given Names   
Street Address   
Suburb  State  Postcode   
Postal Address (if different from street address)   
Suburb  State  Postcode

I certify that I understand the provisions overpage on "Identification, Privacy & Disclosure" and that the information I have provided is true and correct.

Signature of Applicant

Your Relationship to the Person Registered (e.g. self, daughter)   
Reason Certificate is Required (e.g. passport, school)

Home Phone Number (  )   
Contact Phone Number (  )

## DETAILS OF BIRTH REQUIRED

Family Name at Birth   
Given Names   
Date of Birth\* / /  Present Age  \* If Date Unknown, Period to be Searched - From  To   
(Note, each extra 10 year search or part thereof incurs a cost)

Place of Birth (Town/City)   
 State

Father's Full Name   
Mother's Full Name (Before Marriage)

**PAYMENT DETAILS** (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Enclosed is a Cheque\*/ Money Order for \$  OR Please Debit my:  (Cheques should be made payable to the 'NSW Registry of Births Deaths & Marriages')

AMEX  MasterCard  Visa  \$

Card Number

Name of Cardholder  Expiry Date /

Signature of Cardholder

\*Personal/company cheques are not accepted for urgent applications.

## Certificate entitlement

This application form can only be used if the birth occurred in NSW.

If you are the person to be named on the certificate, or a parent of the person to be named on the certificate, the birth certificate can be issued to you.

**If you DO meet the above criteria, you must provide:**

1. Three (3) copies of your own identification (see below).

**If you DO NOT meet the above criteria, you must provide:**

1. A letter giving permission from the person named on the certificate or their parent. Please include their address, daytime telephone number and signature.
2. Three (3) copies of identification from the person giving permission (see below).
3. Three (3) copies of your own identification (see below).

## Identification

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.

All documents except foreign passports must be current.

**Photocopies must be certified as true copies of the original by a Qualified Witness** (e.g. Justice of the Peace; Notary Public; Legal Practitioner with current Practising Certificate; person authorised to administer an Oath under S.26 of the Oaths Act 1900).

Category 1	Category 3
<b>If born in Australia:</b> <ul style="list-style-type: none"><li>• An Australian Birth Certificate</li></ul> <b>Record of immigration status:</b> <ul style="list-style-type: none"><li>• Citizenship Certificate</li><li>• New Zealand Citizenship Certificate together with passport</li><li>• New Zealand Birth Certificate</li></ul>	<ul style="list-style-type: none"><li>• Medicare Card</li><li>• Credit or Debt Card</li><li>• Centrelink or Department of Veterans Affairs Card</li><li>• Security Guard/Crowd Control Licence</li><li>• Tertiary Education Institution ID Card</li></ul>
Category 2	Category 4
<ul style="list-style-type: none"><li>• Australian Driver's Licence</li><li>• Australian Passport</li><li>• Firearms Licence</li><li>• Foreign Passport</li></ul>	<ul style="list-style-type: none"><li>• Recent utility account with current residential address</li></ul>

## Disclosure of Information

When you complete this application form, understand that you have consented to the release of information provided, to those agencies who may be able to validate the information in support of your application. More information: [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

## Privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

## Commemorative certificates

Capture the joy and excitement of a new birth or celebrate a birth from many years ago with a special Commemorative Birth Certificate.

With each order for a Commemorative Birth Certificate package, you will receive a Standard Birth Certificate that you can use for official purposes. Commemorative Birth Certificates do not contain security features and organisations may not accept them as a proof of identity document. See separate 'Fees for Products and Services' flyer.



Harbour



Boaties



Nursery



Gum Blossom



Handprint Blue  
(also available in pink)



Feet (also available displaying no parents' details)

Commemorative certificates come in a framing size of 210mm x 297mm (A4). They are beautifully presented, wrapped in tissue paper and packed in a protective cylinder.

## Commemorative certificates

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

- 35 Regent Street, Chippendale NSW 2008
- 95 Tudor Street, Hamilton NSW 2303
- 2/74 Kembla Street, Wollongong NSW 2500
- 160 Marsden Street, Parramatta NSW 2150

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236

TTY: 9354 1371

[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

# Application for a Birth Certificate

