



BIRTHS, DEATHS AND MARRIAGES APPLICATION FOR CERTIFICATE

Civil Partnerships Act 2008
Births, Deaths and Marriages Registration Act 1997
Births, Deaths and Marriages Registration Regulation 1998

IMPORTANT INFORMATION

This form can be used to apply for a birth, death, marriage, civil partnership/union, or change of name certificate for events that have occurred and are registered in the Australian Capital Territory only. Parentage searches can also be applied for by using this form. If you are unable to comply with the stated requirements, you will need to contact this office for further assistance.

All certificates will be sent by registered person-to-person post. As a result, you will need to produce appropriate identification at the post office in order to collect the certificate. Without that identification, Australia Post will not allow you to collect the certificate.

PRIVACY INFORMATION

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Documents provided as proof of identity may have their authenticity verified through the National Document Verification System (DVS). Documents issued by this office may also be verified by external agencies using DVS.

Once a person attains 18 years of age, the person's parents are unable to access the Register without the person's consent. Further information and a copy of our access policy can be found on our website: www.act.gov.au/accessCBR.

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand, please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with black pen and substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.

FEES

For a list of fees please refer to the fee schedule available on the Access Canberra website. The commemorative package includes a standard certificate and a commemorative certificate. All certificates posted within Australia are sent registered post. If the certificate is to be sent overseas, an international express post fee will apply.

LODGEMENT AND CONTACT INFORMATION

Preferred lodgement is by email: bdm@act.gov.au

In Person: Please visit www.act.gov.au/accessCBR to find an Access Canberra Service Centre

General Enquires: 132281

If you require further information or require advice, a language assistance service is available by phoning the
Translating and Interpreting Service (TIS) on 13 14 50

PROOF OF IDENTITY REQUIREMENTS (INCLUDE COPIES WITH YOUR APPLICATIONS)

If you are applying for a birth, death, marriage, change of name certificate, civil partnership/union certificate or death, parentage or marriage search, there are particular identification requirements necessary for you to either apply for own certificate or the certificate of another person.	
<input type="checkbox"/> Your own certificate	You will require 3 forms of identification as described in table A. (see below)
<input type="checkbox"/> A certificate for your child who is <u>under 18</u>	You will require 3 forms of identification as described in table A. (see below)
<input type="checkbox"/> A certificate for your child who is <u>over 18</u>	The Privacy Commissioner has advised that a parent does not have an automatic right of access to their child’s birth certificate, once the child has turned 18. As a result, the Registrar-General will only provide access where the child consents in writing. You will require 3 forms of identification as described in table A. (below) for you as the applicant, 3 forms of identification as described in table A. (below) for the child whose behalf you are requesting the certificate, and a letter from the child giving consent that you may apply for the certificate on their behalf.
<input type="checkbox"/> A certificate for another person	You will require 3 forms of identification as described in table A. (below) for you as the applicant, 3 forms of identification as described in table A. (below) for the person named on the certificate, and a signed letter from the person named on the certificate giving you consent that you may apply for the certificate on their behalf.
<input type="checkbox"/> A certificate for another person where there is a legal need – solicitor, under power of attorney, welfare group, legal guardian.	You will require 3 forms of identification as described in table A. (see below) for you as the applicant and evidence of your authority to obtain the certificate which may include the following; Registered Power of Attorney, Court Order or Guardianship Order. For further information, please contact the Access Canberra on 13 22 81.

TABLE A – IDENTIFICATION REQUIRED TO BE PROVIDED UPON APPLICATION

Three forms of current identification must be provided upon application. At least one form must be Primary Proof of identity and at least two forms of Secondary Identity. In cases where a person is unable to provide enough forms of identification please contact this office.

Primary Proof of Identity	Secondary Proof of Identity
<p>A Photographic Driver Licence issued in Australia (current or expired up to two years).</p> <p>Australian Birth Certificate (not a Commonwealth certificate and not an extract). If the certificate is not in the same name currently used, appropriate linking documentation such as a marriage certificate is required.</p> <p>Australia Passport (current or expired up to two years).</p> <p>Overseas passport (current or expired up to two years).</p> <p>Australian Citizenship Certificate or Naturalisation Certificate.</p> <p>Department of Immigration and Border Protection travel document (valid up to five years after issue).</p> <p>Department of Immigration and Border Protection Evidence of Immigration Status (EIS) ImmiCard (valid to date of expiry).</p> <p>Department of Immigration and Border Protection Permanent Resident Evidence (PRE) ImmiCard (valid to date of expiry).</p> <p>Department of Immigration and Border Protection Australian Migration Status (AMS) ImmiCard (valid to date of expiry).</p> <p>Police Officer Photo Identity Card (from the ACT only).</p> <p>Australian Proof of Age Card/Proof of Identity Card (including NSW photo card) with appropriate security features, showing date of issue by an Authority that is current or expired up to two years.</p>	<p>Current Medicare Card.</p> <p>Current Student Identity Document with photograph and signature issued by an Educational Institution.</p> <p>Current Centrelink or Department of Veterans Affairs Concession Card.</p> <p>KeyPass Identity Card issued by Australia Post current or expired up to two years.</p> <p>Security Guard / Crowd Controller Identity Card with photograph issued by an Australian State or Territory current or expired up to two years.</p> <p>Firearm Licence with photograph issued by an Australian State or Territory current or expired up to two years.</p> <p>Current Consular Identity Card with photograph issued by Department of Foreign Affairs and Trade.</p> <p>Current State, Territory or Federal Government Employee Identity Card with photograph.</p> <p>Current Australian Defence Force Identity Card with photograph.</p> <p>Current ACT Government Services Access Card.</p> <p>Working with Vulnerable People Registration Card current or expired up to two years.</p> <p>ACT High Risk Work Licence current or expired up to two years.</p> <p>Proof of Residency (excluding Proof of Identity Cards issued after 19 September 2018)</p> <p>Contract of Purchase, Current Lease or Rental Agreement for relevant premises prepared by a real estate agency or the ACT Government. Private rental agreements or receipts will not be accepted.</p>



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APPLICATION FOR CERTIFICATE

*Civil Partnerships Act 2008
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DETAILS OF APPLICANT (Person completing form)

Surname		Given Name(s)	
Current Residential Address			
Daytime Contact Number		E-mail Address	Signature of Applicant
Reason Certificate is Required		Relationship to Person Named on Certificate	

POSTAGE DETAILS

Postal Address (If different from residential address)

BIRTH CERTIFICATE APPLICATION

Surname at Time of Birth		Given Name(s) at Time of Birth	
Date of Birth	Place of Birth		
/ /			
Mother's / Birth parent's / Father's Full Former Name (If any)		Father's / Other parent's / Mother's Full Name	

Would you like the persons sex to be shown on the certificate:

- Yes
- No - I request that sex is not shown

If you selected yes above and the person has had **a registered change of sex** then you can choose if their current sex, former sex or both is shown on the birth certificate: *(if no selection is made current sex only will be shown)*

- I request current sex only to be shown; or
- I request for the former and current sex to be shown

Choose the certificate type:

- Standard Birth certificate (used for legal purposes and printed on security paper)
- Commemorative certificate (unable to be used for legal purposes)
- Commemorative Birth package (includes a standard Birth certificate and a Commemorative certificate)

If you have selected a **Commemorative certificate** or **Commemorative Birth package**, please choose the design:

- Canberra
- Capital
- Bluebell
- Blue Bunny
- Pink Bunny
- Bears
- Duck
- Sparkles
- Bubbles
- Woods
- Flags

DEATH CERTIFICATE APPLICATION

Surname of Deceased		Given Name(s)	
Date of Death	Place of Death in the ACT		
/ /			
Mother's / Birth Parent's / Father's Full Former Name (If any)		Father's / Other parent's / Mother's Full Name	
<p>Choose the certificate type (you can choose one or both):</p> <p><input type="checkbox"/> Standard Death certificate - (this legal certificate includes sensitive cause of death information, and some organisations may only accept this certificate)</p> <p><input type="checkbox"/> Abridged Death certificate - (this legal certificate does not include cause of death information and can be used with organisations that do not require cause of death information)</p>			

 MARRIAGE CERTIFICATE **CIVIL PARTNERSHIP CERTIFICATE**

<p>Choose the certificate type (Marriage certificate only):</p> <p><input type="checkbox"/> Standard Marriage certificate</p> <p><input type="checkbox"/> Commemorative Marriage certificate (cannot be used for legal purposes or identification)</p> <p><input type="checkbox"/> Commemorative Marriage package (Standard Marriage certificate and Commemorative Marriage certificate)</p>			
<p>If you have selected a Commemorative certificate or Commemorative Marriage package, please choose the design:</p> <p><input type="checkbox"/> Gold Rings <input type="checkbox"/> Silver Rings <input type="checkbox"/> Hot Air Balloons</p> <p>*Commemorative certificates are not available for Civil Partnership Certificates</p>			
<p>For same sex marriage only: Was this relationship previously registered under the Marriage Equality Act 2013</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>For same sex marriage only: If the relationship was previously registered under the Marriage Equality Act 2013, is this the first certificate being applied for under the Marriage Act 1961</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>For same sex marriage only: Was this relationship previously registered under the Civil Unions Act 2012</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>For same sex marriage only: If the relationship was previously registered under the Civil Unions Act 2012, is this the first certificate being applied for under the Marriage Act 1961</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Surname of Groom/Bride/Partner	Given Name(s) of Groom/Bride/Partner		Date of Birth
			/ /
Surname of Groom/Bride/Partner	Given Name(s) of Groom/Bride/Partner		Date of Birth
			/ /
Date of Marriage/Endorsement	Place of Marriage/Endorsement		
/ /			

 CHANGE OF NAME CERTIFICATE **RECOGNISED DETAILS CERTIFICATE**

Surname at Time of Birth		Given Name(s) at Time of Birth	
Current Surname (If different)		Current Given Name(s) (If different)	
Date of Birth	Place of Birth		
/ /			

DEATH SEARCH PARENTAGE SEARCH CERTIFICATE MARRIAGE SEARCH

Surname at Time of Birth		Given Name(s) at Time of Birth	
Current Surname (If different)		Current Given Name(s) (If different)	
Date of Birth	Place of Birth/Death/Marriage		
/ /			

SUPPORTING DOCUMENTS

- If applying for own certificate: three forms of proof of identity, at least one being primary proof of identity.
- If applying for child's certificate: three forms of proof of identity, at least one being primary proof of identity, from parent.
- If applying for another person's certificate: three forms of proof of identity, at least one being primary proof of identity for person applying for certificate, three forms of proof of identity, at least one being primary proof of identity, from the person named on the certificate and a letter from the person named on the certificate giving consent to the person to apply for the certificate on their behalf.
- If applying for a birth certificate for another person that does not show their sex; or shows their record of sex as altered (previous and current sex) you must:
 - be either a parent of the person or a person with parental responsibility; and
 - have the consent of the person who's certificate it is if they are 14 years or older.