

**APPLICATION TO ADD DETAILS OF  
PARENTAGE AFTER REGISTRATION OF BIRTH**

*Births, Deaths and Marriages Registration Act 1997*  
*Births, Deaths and Marriages Registration Regulation 1998*  
*Parentage Act 2004*

**IMPORTANT INFORMATION**

This form is to be used to include details of a parent in the register of births, after a child's birth has been registered. Parent of a child includes the child's mother, father or someone else who is presumed to be a parent under the *Parentage Act 2004*. You can access legislation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

**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.

**LODGEMENT AND CONTACT INFORMATION**

Preferred lodgement is by email: [BirthsOnline@act.gov.au](mailto:BirthsOnline@act.gov.au)

**In Person:** Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR) to find an Access Canberra Service Centre

**General Enquires:** 132281

**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 a solid black pen and substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Parents must provide 3 forms of identification.
- No fee applies to the lodgement of this application; however, a fee does apply where an updated birth certificate is required.
- Lodgement of this form **does not** change the child's name.
- For information and forms to apply for a new birth certificate or registration of a change of the child's name please visit the Access Canberra website [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

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



## APPLICATION TO ADD DETAILS OF PARENTAGE AFTER REGISTRATION OF BIRTH

*Births, Deaths and Marriages Registration Act 1997  
Births, Deaths and Marriages Registration Regulation 1998  
Parentage Act 2004*

<b>Applicant's Contact Number</b>		<b>Registration Number</b> (Office use only)	
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### DETAILS OF CHILD AT TIME OF BIRTH

Surname	Given Names	Date of Birth	Place of Birth

### MOTHER/BIRTH PARENT/FATHER/OTHER PARENT'S STATEMENT

I, (full name)	being a (occupation)
of (address)	
make the following statement	
<ul style="list-style-type: none"> <li>The person described below is the mother/birth parent/father/other parent of the child described above; and,</li> <li>I wish to include the details of the person described below in the birth registration of the child described above.</li> <li>I understand that a person who intentionally makes a false statement is guilty of an offence under <i>the Criminal Code</i> and I believe that the statements in this declaration are true in every particular.</li> </ul>	
Signed (Mother's/Birth Parent's/Father's/Other Parent's signature)	Declared at (place) on (date)

### FATHER/ OTHER PARENT/MOTHER/BIRTH PARENT'S STATEMENT (At the time of child's birth)

I, (full name)	being a (occupation)
of (address)	
make the following declaration:	
<ul style="list-style-type: none"> <li>I am the Father/Other Parent/Mother/Birth Parent of the child described above; and,</li> <li>I wish to include my details in the birth registration of the child described above.</li> <li>I understand that a person who intentionally makes a false statement is guilty of an offence under <i>the Criminal Code</i> and I believe that the statements in this declaration are true in every particular.</li> </ul>	
Date of Birth / /	Place of Birth Occupation (at time of the child's birth)
Signed (Father's/Other Parent's/Mother's/Birth Parent's signature)	Declared at (place) on (date)

### SUPPORTING DOCUMENTS

Three forms of proof of identity (at least one being primary) for each parent is included with the lodgement of this application.

(Please contact this office if you are unable to provide the required documents)

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



BIRTHS, DEATHS AND MARRIAGES  
**APPLICATION FOR CERTIFICATE**

*Births, Deaths and Marriages Registration Act 1997  
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Parentage Act 2004*

<b>Registration Number</b> (Office use only)	
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**DETAILS OF APPLICANT (Person completing form)**

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

**POSTAGE DETAILS**

<b>Postal Address</b> (If different from residential address)

**BIRTH CERTIFICATE APPLICATION**

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     Clowns     Blue Bunny     Pink Bunny

Bears     Duck     Sparkles     Bubbles     Woods     Flags

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