

IMPORTANT INFORMATION

This form may be used to apply to change a person's sex in the registration of their birth. It may be used by an adult, or by the parents of a child, whose birth is registered in the ACT. If applying for a child, one parent may make the application if only one parent is named in the child's birth registration or if the other parent is deceased, in which case a copy of the death certificate is required.

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.

INSTRUCTIONS FOR COMPLETION

- Please print clearly and complete all relevant sections.
- This office will not accept lodgement of this form if it is not completed in full.
- A fee is payable to alter the birth register, and you will be contacted for payment once your application has been received.
- The application will not be processed until payment of the fee has been received. Please be advised there is an additional fee if you require a new birth certificate.
- If lodging the application in person, you must supply original identification documents.

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 need advice, a language assistance service is available by phoning the
Translating and Interpreting Service (TIS) on 13 14 50



BIRTHS, DEATHS AND MARRIAGES
**APPLICATION TO ALTER BIRTH REGISTER
TO RECORD CHANGE OF SEX**

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

Date Received (Office use only)		Application Number (Office use only)	
APPLICANT - DETAILS OF PERSON WHOSE BIRTH REGISTRATION IS TO BE ALTERED			
Current Surname		Current Given Name(s)	
Surname at Time of Birth		Given Name(s) at Time of Birth	
Date of Birth		Place of Birth (where in the ACT)	
/ /			
Sex recorded at Birth			
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/> Indeterminate <input type="checkbox"/> Intersex			
Current Residential Address			
			Postcode
Current Postal Address (if different)			
			Postcode
E-mail Address			
Contact Number			
DETAILS OF PARENTS			
Mother/Birth parent/Father's/Surname		Mother/Birth parent/father's Given Name(s)	
Mother/Birth parent/Father's Former Surname (if any)		Mother/Birth parent/Father's Former Given Name(s) (if any)	
Father/Other parent/Mother's Surname		Father/Other parent/Mother's Given Name(s)	
Father/Other parent/Mother's Former Surname (if any)		Father/Other parent/Mother's Former Given Name(s) (if any)	

Change of Sex		
Alter birth record to show your sex as		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified <input type="checkbox"/> Indeterminate <input type="checkbox"/> Intersex
DECLARATION BY APPLICANT IF 14 YEARS OF AGE OR OLDER		
I, (full name)	being a (occupation)	
of (address)		
make the following declaration:		
<ul style="list-style-type: none"> I hereby apply to the Registrar-General to alter the sex listed on the birth registration of the person listed as the applicant on this form. I understand that a person who intentionally makes a false statement in a statutory declaration 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. 		
Signed (applicant's signature)	Declared at (place)	on (date)
If applicant is under 18 years old - DECLARATION BY MOTHER/BIRTH PARENT/PERSON WITH PARENTAL RESPONSIBILITY		
I, (full name)	being a (occupation)	
of (address)		
make the following declaration:		
<ul style="list-style-type: none"> I hereby apply to the Registrar-General to alter the sex listed on the birth registration of the person listed as the applicant on this form. If the change of sex is for a child, I am the child's parent or have parental responsibility and believe that the alteration of the record of the child's sex is in the best interests of the child. I understand that a person who intentionally makes a false statement in a statutory declaration 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. 		
Signed (mother/birth parent/guardian's signature)	Declared at (place)	on (date)
If applicant is under 18 years old - DECLARATION BY FATHER/OTHER PARENT/PERSON WITH PARENTAL RESPONSIBILITY		
I, (full name)	being a (occupation)	
of (address)		
make the following declaration:		
<ul style="list-style-type: none"> I hereby apply to the Registrar-General to alter the sex listed on the birth registration of the person listed as the applicant on this form. If the change of sex is for a child, I am the child's parent or have parental responsibility and believe that the alteration of the record of the child's sex is in the best interests of the child. I understand that a person who intentionally makes a false statement in a statutory declaration 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. 		
Signed (father/other parent/guardian's signature)	Declared at (place)	on (date)

PRIMARY PROOF OF IDENTITY	SECONDARY PROOF OF IDENTITY
<p>A photographic <i>Driver Licence</i> issued in Australia and current or expired up to two years.</p> <p>Australian Birth Certificate (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>Australian 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 Home Affairs Travel document valid up to five years after date of issue.</p> <p>Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard valid to date of expiry.</p> <p>Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard valid to date of expiry.</p> <p>Department of Home Affairs Australian Migration Status (AMS) ImmiCard valid to date of expiry.</p> <p>Current Police Officer Photo Identity Card issued in ACT only.</p> <p>Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card with appropriate security features that displays the date of issue by Authority and 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 <i>Licence</i> 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 <i>Licence</i> 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>

SUPPORTING DOCUMENTS

- If applicant is an adult applying to alter their own birth register: Three forms of proof of identity, at least one being primary proof of identity
- If applicant is a parent applying to alter their child's birth register: Three forms of proof of identity, at least one being primary proof of identity, for both parents. If only one parent is making the application, an explanation for why it is not practicable or reasonable for the second parent to join the application is required.

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

APPLICATION FOR CERTIFICATE	
Information on Certificate You can choose whether the birth certificate shows: <ul style="list-style-type: none">• your sex after the change only• your sex before and after the change• no sex identifier.	
Certificate Delivery BDM certificates are delivered by AusPost person to person which requires you to present ID and sign for the delivery.	
Given name	Surname
Relationship to applicant	Contact phone number
Postal address	
Email address	
Choose how you would like your sex to be shown on the new birth certificate:	
Would you like a sex identifier to be shown on the birth certificate	
<input type="checkbox"/> YES (the sex after the change will be shown)	
<input type="checkbox"/> NO - I request that sex is not shown	
Would you like to request an additional certificate that shows previous and current sex: (This may be helpful to explain the changes to your identity to other organisations).	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>Preferred lodgement is by email: bdm@act.gov.au or Please visit www.act.gov.au/accessCBR to find an Access Canberra Service Centre General Enquires: 132281</p>	