

IMPORTANT INFORMATION

You can have your sex officially recognised in the ACT on a recognised details certificate. This form may be used if you (or your child) are applying to change your sex, and you do not have an ACT birth certificate.

If applying for a child, consent from both parents is required. One parent may make the application if only one parent is named in the child's birth registration; or the applicant is the only person with parental responsibility; or if the other parent is deceased, in which case a copy of the death certificate is required.

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

SEX DESCRIPTORS

A 'sex descriptor' is the word(s) a person uses to describe the sex they identify as. You are welcome to use either sex or gender terms. Access Canberra accepts a wide range of sex descriptors to reflect individual identities.

You will be asked to provide the sex descriptor you want to register in section 2 of this form. This is a free text field that cannot be left blank. This descriptor will appear in the sex field on the Recognised Details Certificate.

PROHIBITED SEX DESCRIPTORS

Your chosen descriptor must not be a prohibited sex descriptor. A prohibited sex descriptor means a term describing a person's sex that is:

- **Obscene or offensive**

A sex descriptor must not include swear words, descriptions of lewd or sexual acts. A descriptor also should not humiliate, insult, or offend a person or group based on race, religion, ability, or other distinguishing characteristics.

- **Too long**

A sex descriptor must not be more than 100 characters, including spaces. This is because there is limited space on a Recognised Details Certificate.

- **Contains symbols**

A sex descriptor must not contain symbols without phonetic significance such as punctuation marks like '!' or '?,' or other symbols like '@' or '#,' Roman numerals or numbers.

- **Other reason**

A sex descriptor may be prohibited for other reasons such as a registration for an improper purpose.

PRIVACY INFORMATION

The collection of personal and health information in this form is authorised by the [Births, Deaths and Marriages Registration Act 1997](#). We use this information to assess your eligibility, confirm your identity, register your details, issue your certificate and to contact you about your application.

The information you provide will be securely stored in the Registry. The Registrar-General protects your privacy in accordance with the [Information Privacy Act 2014](#).

Information held in the Registry may be deidentified and shared with authorised government and non-government agencies for statistical purposes. Identifiable information may be provided to law enforcement agencies in limited circumstances authorised by law. Certificates issued by this office may be checked by external agencies using the National Document Verification Service.

HOW WE USE THE DOCUMENT VERIFICATION SERVICE

The [Document Verification Service \(DVS\)](#) is a national secure online system. We may use the DVS to check identity documents issued by Australian, State and Territory agencies. The DVS checks your details are the same as those on your ID and that your ID is real. We only keep a copy of your identity documents when further checks are required or when a document is not verifiable in the DVS.

For further information see our [DVS Collection Notice](#).

You have the choice not to use the DVS. If you do not consent to the DVS, you must attend an Access Canberra Service Centre.

You must select one option below.

☐ **I consent** to my documents being checked in the DVS (email, mail or Access Canberra Service Centre submission).

☐ **I do not consent** to my documents being checked in the DVS and will attend an Access Canberra Service Centre for my documents to be checked in person. Please take original identity documents and photo ID for checking.

INSTRUCTIONS FOR COMPLETION

- Please print clearly and complete all relevant sections.
- You must provide three forms of identification of which at least one must be primary proof of identity (see next page for details).
- You must provide at least one Proof of Residency document
- This office will not accept incomplete submissions.
- Please ensure you identify the information you want to appear on the certificate.

PROOF OF IDENTITY AND RESIDENCY		
Primary Proof of Identity	Secondary Proof of Identity	Proof of Residency
• A Photographic Driver Licence issued in Australia (current or expired up to two years). • Australian Birth Certificate (not a Commonwealth certificate and not an extract). If the certificate is not in the same name currently used, you'll need to provide appropriate linking documentation • Australia Passport (current or expired up to three (3) years). • Overseas passport (current or expired up to three (3) years). • Australian Citizenship Certificate or Naturalisation Certificate. • Department of Foreign Affairs and Trade travel document (Convention Travel Documents or Certificate of Identity). • Australian Visa • Department of Home Affairs ImmiCard • ACT Police officer photo-identity card • Australian proof of age card, including a New South Wales photo card (current or expired up to two (2) years).	• Current Medicare Card. • Current account card with signature and embossed name from a bank, building society or credit union. The cards themselves need to be sighted by Access Canberra staff. You can't use them as proof of identity for online and mail registrations. • Current Student Identity Document (with photo and/or signature) issued by an educational institution • Current Centrelink or Department of Veterans Affairs Concession Card. • An Australian issued security guard/crowd controller licence (with photo) • ACT working with vulnerable people registration card (current or expired up to two (2) years) • Australian-issued firearm licence (with photo) • Current consular photograph identity card issued by the Department of Foreign Affairs and Trade • Current state, territory, or Australian Government employee photo identity card • Australian Defence Force photo identity card (excluding civilians) • ACT services access card issued by the ACT Government (for asylum seekers).	ONE of the following Current ACT Drivers Licence Government Correspondence issued from an Australian Government Department including Federal, State, Territory and Local. Not more than 4 months old and the correspondence MUST include a link to the claimed address eg; development approval letter for the address Utilities Bill not more than 4 months old, Including Electricity, Gas, Water or Landline telephone/internet that relates to the claimed address. Department of defence Address Confirmation Minute, not more than 4 months old. Must be accompanied by a Department of Defence identity card. OR TWO of the following Bank Correspondence not more than 4 months old Official letter or correspondence from a bank issued/addressed and posted to the person at the claimed address. Government documents not more than 4 months old issued from an Australian Government Department including Federal, State, Territory and Local. Issued/addressed to the person at the claimed address. In all instances, the above correspondence issued in electronic form is acceptable.

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 Enquiries: 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 FOR RECOGNISED
DETAILS CERTIFICATE**

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

Section 1

DETAILS OF PERSON WHO IS APPLYING FOR THE RECOGNISED DETAILS CERTIFICATE (APPLICANT)

Current Surname		Current Given Name(s)		
Surname at Time of Birth		Given Name(s) at Time of Birth		
Date of Birth		Place of Birth		
/ /				
Sex at birth was recorded as				
☐ Male	☐ Female	☐ Unspecified	☐ Indeterminate	☐ Intersex
Current Residential Address				
				Postcode
Email Address				

DETAILS OF PARENTS

Parent 1	Parent 2
Relationship to applicant (Mother/Birth parent/Father/Other parent)	Relationship to applicant (Mother/Birth parent/Father/Other parent)
Surname	Surname
Given Name(s)	Given Name(s)
Former Surname	Former Surname
Former Given Name(s) (if any)	Former Given Name(s) (if any)

Section 2

RECOGNISED DETAILS CERTIFICATE TO SHOW APPLICANTS SEX AS

Please write the sex descriptor you would like to register in the field below.

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DETAILS TO APPEAR ON RECOGNISED DETAILS CERTIFICATE (Name and sex is automatically included)

☐ Date of Birth	☐ Place of Birth	☐ Previous Surname	☐ Previous Given Name/s
☐ Previous Sex	☐ Name of Parent 1	☐ Name of Parent 2	

STATEMENT BY APPLICANT IF 14 YEARS OF AGE OR OLDER**I,** (full name)**being a** (occupation)**of** (address)**make the following declaration:**

- I hereby apply to the Registrar-General for a Recognised Details Certificate for the person listed as the applicant on this form.
- I understand that a person who intentionally makes a false statement is guilty of an offence under *the Criminal Code* and I believe that the statements in this declaration are true in every particular.

Signed**Declared at** (place)**on** (date)**If applicant is under 18 years old - STATEMENT BY PARENT/PERSON WITH PARENTAL RESPONSIBILITY****I,** (full name)**being a** (occupation)**of** (address)**make the following declaration:**

- I hereby apply to the Registrar-General for a Recognised Details Certificate for the person listed as the applicant on this form.
- If the applicant is under 18 years of age, I am the child's parent or have parental responsibility and believe that the issue of the Recognised Details Certificate is in the best interests of the child.
- I understand that a person who intentionally makes a false statement is guilty of an offence under *the Criminal Code* 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 - STATEMENT BY PARENT/PERSON WITH PARENTAL RESPONSIBILITY****I,** (full name)**being a** (occupation)**of** (address)**make the following declaration:**

- I hereby apply to the Registrar-General for a Recognised Details Certificate for the person listed as the applicant on this form.
- If the applicant is under 18 years of age, I am the child's parent or have parental responsibility and believe that the issue of the Recognised Details Certificate is in the best interests of the child.
- I understand that a person who intentionally makes a false statement is guilty of an offence under *the Criminal Code* 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)**SUPPORTING DOCUMENTS**

- ☐ Three forms of proof of identity, at least one being primary proof of identity
- ☐ If applicant is a parent applying for a Recognised Details Certificate for their child: 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.
- ☐ Proof of residency in the ACT

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