

IMPORTANT INFORMATION

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. You can have your sex officially recognised in the ACT on a recognised details certificate.

If you are over 18 years of age or are a parent/guardian applying for your child, you will also need to provide:

- three forms of identification of which at least one must be primary proof of identity; and,
- two documents that demonstrate you are an ACT resident.

A fee is payable for a recognised details certificate. All certificates sent by mail within Australia are sent by registered post. All certificates sent by mail to a location outside Australia are sent by international express post. For a list of fees please visit the Access Canberra website.

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

- If completing this form by hand, please print clearly and 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.
- Please ensure you identify the information you want to appear on the certificate.

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

Date Received (Office use only)		Registration Number (Office use only)	
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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	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/> Indeterminate <input type="checkbox"/> 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
Given Name(s) (if any)	Former Given Name(s) (if any)

RECOGNISED DETAILS CERTIFICATE TO SHOW APPLICANTS SEX AS

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified	<input type="checkbox"/> Indeterminate	<input type="checkbox"/> Intersex
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DETAILS TO APPEAR ON RECOGNISED DETAILS CERTIFICATE (Name and sex is automatically included)

Date of Birth <input type="checkbox"/>	Place of Birth <input type="checkbox"/>	Previous Surname <input type="checkbox"/>	Previous Given Name/s <input type="checkbox"/>
Previous Sex <input type="checkbox"/>	Name of Parent 1 <input type="checkbox"/>	Name of Parent 2 <input type="checkbox"/>	

STATEMENT 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 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 <i>the Criminal Code</i> and I believe that the statements in this declaration are true in every particular. 	
Signed	Declared at (place) on (date)



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

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

IF THE APPLICANT IS UNDER THE AGE OF 18 YEARS OLD THEN THE PARENT/S MUST COMPLETE THE BELOW DECLARATION

STATEMENT BY PARENT/PERSON WITH PARENTAL RESPONSIBILITY (parent to complete if applicant is under 18 years old)

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 for a Recognised Details Certificate 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 <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)

STATEMENT BY PARENT/PERSON WITH PARENTAL RESPONSIBILITY (parent to complete if applicant is under 18 years old)

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 for a Recognised Details Certificate 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 <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)

**PROOF OF IDENTITY REQUIREMENTS
 (INCLUDE COPIES WITH YOUR APPLICATION)**

Primary Proof of Identity	Secondary Proof of Identity	Proof of Residency
<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>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>Rates Assessment Notice which is current and issued by ACT Revenue Office.</p> <p>Land Tax Valuation Assessment Notice which is current and issued by ACT Revenue Office.</p> <p>Current Centrelink or Department of Veterans Affairs Concession Card.</p> <p>Utility account relating to the nominated physical address for electricity, gas, water or land line telephone paid within six months from date of application.</p> <p>Utility provider welcome letter or bundle advice related to the nominated physical address received within three months from date of application.</p> <p>Home Internet account relating to the nominated residential address paid within six months from date of application.</p> <p>Pay Television account relating to the nominated residential address paid within six months from date of application.</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 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>	<p>Confirmation of Address Minute accompanied by an identity card both issued by Department of Defence.</p> <p>Letter from University residence deemed suitable by Authority accompanied by Student Identity Card.</p> <p>Bank Statement with evidence of regular purchases in the ACT within three months from date of application.</p> <p>Documents from an Australian Government Department or ACT Government Directorate relating to the nominated physical address received within six months from date of application (excluding documents from the Australian Electoral Commission AEC).</p> <p>MyGov electronic correspondence displaying the nominated physical address received within six months from date of application.</p>
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SUPPORTING DOCUMENTS

Three forms of proof of identity, at least one being primary proof of identity

Two forms of proof of residency in the ACT

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