

IMPORTANT INFORMATION

Use this form to apply for a fee waiver if you are experiencing financial hardship and in need of one of the below certificates to access immediate services:

- Birth Certificate
- Marriage/relationship Certificate
- Change of Name Certificate
- Death Certificate
- Recognised Details Certificate

Evidence

You will need to provide evidence to support your claim of financial hardship and immediate need for a certificate. The evidence will be used to assess your eligibility for a fee waiver.

Some examples of evidence include:

- A letter on official letterhead from a recognised charitable organisation providing you with accommodation or crisis services.
- A letter from a medical practitioner, social worker or support service organisation, confirming you are unable to earn an income or access funds without identity documents.
- A letter from a government agency verifying you as financially disadvantaged and in need of identity documents.

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.

HOW TO APPLY

1. Complete this form which includes the application for a certificate
2. Attach the evidence of your circumstances
3. Send your application to bdm@act.gov.au or submit in person at an Access Canberra Service Centre.
4. The Registrar-General will assess your application under the Financial Hardship Fee Waiver Policy and the Access Policy. If the application is:
 - **Approved**, BDM will issue the certificate at no charge.
 - **Refused**, BDM will advise you in writing. You will need to pay the fee to receive the certificate.

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	Secondary
<ul style="list-style-type: none">• 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• Australian 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).• Other acceptable ID – For full list Acceptable ID for births, relationships and deaths - Access Canberra	<ul style="list-style-type: none">• 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).• Other acceptable ID – For full list Acceptable ID for births, relationships and deaths - Access Canberra

CONTACT INFORMATION

If you require further information or need advice you can contact the Access Canberra Births, Deaths and Marriages unit on 13 22 81.

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 FINANCIAL HARDSHIP FEE

WAIVER

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

APPLICANT

I, (full name)	
of (address)	
Relationship to Person Named on Certificate / Self	
Am applying to the Registrar-General to have the fee waived for the attached certificate application due to financial hardship circumstances and my immediate need for the certificate.	
Contact Number	
Email	

Reason for the immediate need of the certificate	
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Evidence of my circumstances attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No (failure to provide evidence may result in the application being refused)
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The Registrar-General is collecting this information to determine your eligibility to have a fee waived. 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.

I declare that the information provided is true and correct. I understand it may be an offence to make a false or misleading representation in this form, and penalties may apply.

Signature	Date
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Print Name

POSTAGE DETAILS

Postal Address (If different from residential address stated above)

BIRTH CERTIFICATE APPLICATION

Choose the certificate type:

 Standard Birth certificate (used for legal purposes and printed on security paper)

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

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

Choose the certificate type (you can choose one or both):

 Standard Death certificate - (this legal certificate includes sensitive cause of death information, and some organisations may only accept this certificate) 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) **MARRIAGE CERTIFICATE** **CIVIL PARTNERSHIP CERTIFICATE**

Choose the certificate type (Marriage certificate only):

 Standard Marriage certificate

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	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	
/ /		