

**GENERAL INFORMATION**

This form can be used to correct information kept in a register by the Registrar-General. The *Births Deaths and Marriages Registration Act 1997* allows for records to be corrected and supporting evidence is required. All original certificates must be returned with application.

**Do not** use this application to change a name or include a parent's details on a birth registration.

To change a name, use: Application to register a change of name of a child or Application to register a change of name of an adult form.

To include parent's details on a birth registration use: Application to add details of parentage after registration of birth.

**Birth register**

Applications can only be made by the person who is registered on the certificate.

If the registered person is under the age of 18 years, either parent listed on the registration may apply. If the correction relates to a birth registration for a child, both parents named on the certificate must sign and provide identification. If one parent is deceased, a copy of the death certificate is required. In each circumstance, evidence of the correction information is required.

**Marriage register**

Applications can be made by:

- Either partner, or both partners
- A marriage celebrant, if the marriage was registered within the last two months.

If one party is deceased a death certificate is required. In each circumstance, evidence of the correction information is required.

**Change of name register**

For an adult, the application can be made by the registered person only.

For a child, applications must be made by both parents, if they are both listed on the change of name registration.

In each circumstance, evidence of the correction information is required.

**Death register**

Applications can be made by:

- The next of kin listed on the death certificate
- The informant or person who provided the particulars to the Registry at the time of death
- A funeral director, if the death is registered in the last two months

Only the Doctor who provided the original information to the Registrar or the Coroner can make changes to the details of the cause of death. In each circumstance, evidence of the correction information is required.

**Civil Partnership register**

Either or both applicants in the Partnership can make an application. In each circumstance, evidence of the correction information is required.

**Change of sex/ Recognised details**

Applications by the registered person only. In each circumstance, evidence of the correction information is required.

**APPLY FOR A CERTIFICATE**

You may apply for a certificate online after submitting this form, or by completing the Application for Certificate at the end of this form. There is a prescribed fee to apply for a new certificate, unless the error resulted from incorrect transcription by Access Canberra staff. Further information can be found on the Access Canberra website ([www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)).

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

### 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.

### FEES

In cases where incorrect, incomplete or illegible information was supplied by the informant at the time of registering the event, and it is agreed that a correction is appropriate, a fee is payable for a new certificate to be issued. The incorrect certificate must be returned with the correction form.

If an error is found to have been made by the Registry, a replacement certificate will be reissued free of charge. The incorrect certificate must be returned. For a list of fees for a standard certificate, please refer to the fee schedule available on the Access Canberra website [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

### LODGEMENT AND CONTACT INFORMATION

**Preferred lodgement is by email:** [bdm@act.gov.au](mailto:bdm@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.

#### PRIMARY PROOF OF IDENTITY

**A photographic *Driver Licence*** issued in Australia and current or expired up to two years.  
**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).  
**Australian Passport** current or expired up to two years.  
**Overseas Passport** current or expired up to two years.  
**Australian Citizenship Certificate or Naturalisation Certificate.**  
**Department of Home Affairs Travel document** valid up to five years after date of issue.  
**Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard** valid to date of expiry.  
**Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard** valid to date of expiry.  
**Department of Home Affairs Australian Migration Status (AMS) ImmiCard** valid to date of expiry.  
**Current Police Officer Photo Identity Card** issued in ACT only.  
**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.

#### SECONDARY PROOF OF IDENTITY

**Current Medicare Card.**  
**Current Student Identity Document** with photograph and signature issued by an Educational Institution.  
**Current Centrelink or Department of Veterans Affairs Concession Card.**  
**KeyPass Identity Card** issued by Australia Post current or expired up to two years.  
**Security Guard / Crowd Controller Identity Card** with photograph issued by an Australian State or Territory current or expired up to two years.  
**Firearm Licence** with photograph issued by an Australian State or Territory current or expired up to two years.  
**Current Consular Identity Card** with photograph issued by Department of Foreign Affairs and Trade.  
**Current State, Territory or Federal Government Employee Identity Card** with photograph.  
**Current Australian Defence Force Identity Card** with photograph.  
**Current ACT Government Services Access Card.**  
**Working with Vulnerable People Registration Card** current or expired up to two years.  
**ACT High Risk Work Licence** current or expired up to two years.  
**Proof of Residency** (excluding Proof of Identity Cards issued after 19 September 2018)  
**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.

Form 209 - ACR

Registration Number

## PART A – DETAILS OF APPLICANT

Surname

Given names

Current residential address

	Postcode

Postal address if different from residential

	Postcode

Telephone number during business hours

E-mail address

## PART B – DETAILS OF CORRECTION

EXISTING DETAILS TO BE CHANGED IN THE REGISTER OF - ☐ BIRTH ☐ DEATH ☐ MARRIAGE  
☐ CIVIL PARTNERSHIP ☐ CHANGE OF NAME ☐ CHANGE OF SEX ☐ RECOGNISED DETAILS

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CORRECT DETAILS TO REPLACE EXISTING INFORMATION

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## PART C – PARTY 1 DECLARATION

I,	being a (occupation)	
Of (address)		Postcode

hereby apply to the Registrar-General to correct the information as described above and solemnly and sincerely declare that the statements made in this application are true and correct. 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.

Declared at (suburb/town)

State/Territory

Applicant's signature

Dated on

## PART D – PARTY 2 DECLARATION (IF REQUIRED)

I,	being a (occupation)	
Of (address)		Postcode

hereby apply to the Registrar-General to correct the information as described above and solemnly and sincerely declare that the statements made in this application are true and correct. 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.

Declared at (suburb/town)

State/Territory

Applicant's signature

Dated on

## SUPPORTING DOCUMENTS

- ☐ If applying to correct own records, three forms of proof of identity, at least one being primary proof of identity (see lists on page 2)
- ☐ If applying to correct records of a child, three forms of proof of identity, at least one being primary proof of identity, from both parents
- ☐ Evidence to support the correction

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

<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)

**ONLY COMPLETE THE RELEVANT AREA FOR THE CERTIFICATE FOR WHICH YOU ARE APPLYING.**

<input type="checkbox"/> <b>BIRTH CERTIFICATE APPLICATION</b>	
Choose the certificate type	
<input type="checkbox"/> Standard Birth certificate – (used for legal purposes and printed on security paper)	
<input type="checkbox"/> Commemorative certificate – (unable to be used for legal purposes)	
<input type="checkbox"/> Commemorative Birth package – (includes a standard Birth certificate and a Commemorative certificate)	
If you have selected a <b>Commemorative certificate</b> or <b>Commemorative Birth package</b> , please choose the design:	
<input type="checkbox"/> Canberra	<input type="checkbox"/> Capital
<input type="checkbox"/> Bluebell	<input type="checkbox"/> Clowns
<input type="checkbox"/> Blue Bunny	<input type="checkbox"/> Pink Bunny
<input type="checkbox"/> Bears	<input type="checkbox"/> Duck
<input type="checkbox"/> Sparkles	<input type="checkbox"/> Bubbles
<input type="checkbox"/> Woods	<input type="checkbox"/> 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>

☐ **MARRIAGE CERTIFICATE** ☐ **CIVIL PARTNERSHIP CERTIFICATE**

Choose the certificate type (Marriage certificate only):

☐ Standard Marriage certificate

☐ Commemorative Marriage certificate (cannot be used for legal purposes or identification)

☐ Commemorative Marriage package (Standard Marriage certificate and Commemorative Marriage certificate)

If you have selected a **Commemorative certificate** or **Commemorative Marriage package**, please choose the design:

☐ Gold Rings

☐ Silver Rings

☐ Hot Air Balloons

\*Commemorative certificates are not available for Civil Partnership Certificates

For same sex marriage only:

Was this relationship previously registered under the Marriage Equality Act 2013

☐ Yes ☐ No

For same sex marriage only:

If the relationship was previously registered under the Marriage Equality Act 2013, is this the first certificate being applied for under the Marriage Act 1961

☐ Yes ☐ No

For same sex marriage only:

Was this relationship previously registered under the Civil Unions Act 2012

☐ Yes ☐ No

For same sex marriage only:

If the relationship was previously registered under the Civil Unions Act 2012, is this the first certificate being applied for under the Marriage Act 1961

☐ Yes ☐ No

<b>Surname of Groom/Bride/Partner</b>	<b>Given Name(s) of Groom/Bride/Partner</b>	<b>Date of Birth</b>
		/ /
<b>Surname of Groom/Bride/Partner</b>	<b>Given Name(s) of Groom/Bride/Partner</b>	<b>Date of Birth</b>
		/ /
<b>Date of Marriage/Endorsement</b>	<b>Place of Marriage/Endorsement</b>	
/ /		

☐ **CHANGE OF NAME CERTIFICATE** ☐ **RECOGNISED DETAILS CERTIFICATE**

<b>Surname at Time of Birth</b>		<b>Given Name(s) at Time of Birth</b>
<b>Current Surname</b> (If different)		<b>Current Given Name(s)</b> (If different)
<b>Date of Birth</b>	<b>Place of Birth</b>	
/ /		

☐ **DEATH CERTIFICATE APPLICATION**

<b>Surname of Deceased</b>		<b>Given Name(s)</b>
<b>Date of Death</b>	<b>Place of Death in the ACT</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>