

# Birth certificate/extract application

Effective as of 1 June 2010

Births, Deaths and Marriages Registration Act 2003  
Surrogacy Act 2010

**Office use only**

Court/QGAP:	Date:
Court/QGAP Receipt No.:	
Payment Amount:	
BDM POS Receipt No.:	
BDM CORRES Receipt No.:	

Proof of identity is required with submission of this form. Please print clearly and **do not** use correction fluid.

**1. Priority** (Only available if birth is already registered)

Priority service	<input type="checkbox"/> (attracts additional fee—visit <a href="http://www.justice.qld.gov.au/bdm">www.justice.qld.gov.au/bdm</a> to view fees)
------------------	--

**2. Type of record** (\*To view fees and commemorative designs visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm))

Certified copy or	<input type="checkbox"/> (indicate quantity) _____
*Commemorative package (additional fee) includes certified copy	<input type="checkbox"/> (indicate quantity) _____
	Specify design _____

**3. Applicant's details** (\*To determine applicant eligibility visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for certificate access policy)

Your relationship to the person named on the certificate (tick option)	<input type="checkbox"/> Yourself	<input type="checkbox"/> Parent	<input type="checkbox"/> *Other (please specify) _____
Reason certificate is required			
First names		Signature of applicant	
Surname			
Current residential address (street, suburb, state and country)			Postcode
Telephone number		Mobile number	
Date of application	DD / MM / YYYY	Email	

The personal information on this form is collected by the Registry of Births, Deaths and Marriages for the purpose of providing services and undertaking related activities. Only authorised persons will have access to this information. Your details will not be disclosed to a third party without your consent unless the disclosure is authorised by law.

**4. Postal details** (Non standard mail services will incur additional fees—visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) to view fees)

First names Mr/Mrs/Dr/Ms/Miss		Surname	
Postal address (include country only if not Australia)			Postcode

**5. Birth details**

First names		Surname	
Date of birth	DD / MM / YYYY	Present age	
If date unknown, period to be searched (search fees may apply)	from DD / MM / YYYY	to	DD / MM / YYYY
Place of birth (must be born or adopted in Queensland)			
Father's/parent's name			
Mother's/parent's name and maiden name			

**6. Payment details** (\*Your credit card will be charged according to current fees and your selections above)

a) I have enclosed a <b>cheque</b> or <b>money order</b> payable to the Registry of Births, Deaths and Marriages for	\$
b) Debit my credit card*	\$ _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Expiry date MM / YY
Card number	_____ / _____ / _____
Name on card	Signature of cardholder



## 7. Submission options

Post to	Registry of Births, Deaths and Marriages, PO Box 15188, City East Queensland 4002
Lodge at	110 George Street, Brisbane or your local Queensland Magistrates Court or Queensland Government Agent Program (QGAP).

## Proof of identity requirements

Before a certificate, information or source document is released, an applicant's entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Part 4 Proof of Identity Principles.

Applicants are required to provide:

- One form of identification from each list (at least one containing a signature); or
- If unable to provide identification from List 1, two forms of identification from List 2 and one form of identification from List 3 must be provided (at least one containing a signature).

**Table 1: Proof of identity document**

List 1	List 2	List 3
<input type="checkbox"/> Current Australian photo driver's licence, front and back <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Current overseas passport <input type="checkbox"/> Current Australian Firearms licence <input type="checkbox"/> Current Defence Force or Police Service photo ID card <input type="checkbox"/> Adult Proof of Age Card.	<input type="checkbox"/> Current Medicare card <input type="checkbox"/> Current financial institution debit or credit card with your signature and full name or passbook <input type="checkbox"/> Current entitlement card issued by the Commonwealth or State Government <input type="checkbox"/> Educational institution student identity document (must include photo and/or signature) or statement of enrolment <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Current document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence.	<input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) with current residential address <input type="checkbox"/> Recent financial Institution statement with current residential address <input type="checkbox"/> Rent/lease agreement with current residential address <input type="checkbox"/> Rates notice with current residential address <input type="checkbox"/> A renewal notice for vehicle registration showing current residential address, or a renewal notice for driver licence showing current residential address <input type="checkbox"/> Recent official correspondence from Government Service Providers (not from this agency) with current residential address.

Proof of Identity documents are to be in the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the certified copy of original documents.

The Registrar-General's discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar-General on any unusual case that may fall outside the requirements of the above table.

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness.

The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being "a correct copy of the document":

- **Justice of the Peace**
- **Commissioner for Declarations**
- **Barrister/Solicitor**
- **Notary Public**

Where applications are received at the Brisbane Registry, Magistrates Courts or Queensland Government Agent Program (QGAP) Offices, client service officers are able to sight original proof of identity documents submitted in support of an application.

## Privacy statement

All items marked with an asterisk (\*) are for statistical, administrative and community planning purposes and will not appear in the Registers.

The collection of information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003*. It is used for the purposes of the Act which include registering births in Queensland and issuing birth certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry on **1300 366 430**. For general information about the registry visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au).