

Application for a Victorian Birth Certificate

Instructions. Please use **blue** or **black** ink and **BLOCK** letters.

Office use only

\$

CC	MO	CQ	NF	EX	RM
C	NC	IP	NP	DP	FH

PART ONE – Your details

1. Which certificate do you require?

- Standard Birth Certificate Replacement Change of Name Certificate
- Historical Certificate Abridged Birth Certificate
- Uncertified (historical) image Deed Poll Certificate

2. Surname (family name)

3. Given name(s)

4. Residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

5. Postal address (if different to above)

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

6. Daytime telephone number

7. Email address

8. Whose certificate are you applying for?

- My own Someone else's – please specify
(e.g. husband, daughter, son)

9. Reason certificate is required

(e.g. passport, driver licence, school enrolment)

PART TWO – Details of person on certificate

10. Surname (family name at birth)

11. Given name(s)

Birth details

12. Date of birth

Or if unsure, please estimate date of birth

From

To

13. Place of birth

a) Suburb/Town

b) State

14) Registration number (if known)

Parent's details

15. Mother's maiden name (surname at birth)

16. Mother's given name(s)

17. Father's/Parent's surname (family name)

18. Father's/Parent's given name(s)

Note

- You must provide proof of your identity if the birth or change of name occurred within the last 100 years or the person is still living.
- If applying for a historical certificate or uncertified historical image (i.e. the birth occurred over 100 years ago), you do not have to prove proof of identity.
- For further information about access to records refer to the Registry's Access Policy at www.bdm.vic.gov.au

19. Whose certificate are you applying for?

19.1 My own certificate or the birth certificate of my child who is under 18 years of age

- You must submit three identity documents of your own, one from each list on page 3.

19.2 The certificate of someone else who is 18 years of age or over

 You must submit:

- three identity documents of your own, one from each list on page 3; and
- a letter from the person named on the certificate (or their next of kin if the person is deceased) which authorises you to access their record. The letter must include the person's address, daytime telephone number and signature; or a letter which establishes your power of attorney; and
- three identity documents of the person named on the certificate (unless you have power of attorney), one from each list on page 3.

If you are applying for the certificate of someone who is under 18 and not your child, please contact the Registry for proof of identity requirements.

PART FOUR – Certificate payment

20. I wish to order the following:

	Price*	Subtotal
Standard Birth Certificate	\$28.60	\$.
Historical Certificate	\$28.60	\$.
Uncertified (historical) image – <i>You must provide a registration number at Q.14 or the fee for a standard birth certificate applies.#</i>	\$20.00	\$.
Replaced Change of Name Certificate	\$28.60	\$.
Abridged Birth Certificate	\$28.60	\$.
Deed Poll Certificate	\$28.60	\$.
Registered Post (within Australia)	\$4.50	\$.
OR		
Express Post (within Australia)	\$5.50	\$.
	Total	\$.

* All prices on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au
Standard postage is included.

You can search the historical indexes for a registration number at www.bdm.vic.gov.au

21. How do you wish to pay?

 By mail

- Credit card – If paying by credit card, please complete the Credit Card Payment Slip on page 3. Cheque Money order

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- Cash payments will only be accepted if you apply in person.

 In Person

The Registry accepts cash, credit cards, EFTPOS cards, money orders and personal cheques.

PART FIVE – Declaration

22. I certify that I have read and understood the declaration below:

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

Go to Page 4 for lodgement instructions.

You must supply three identity documents, one from each list below

LIST 1 Evidence of link between photo and signature

- Australian passport
- Australian driver licence (or learner permit)
- Australian firearm licence
- Overseas passport

LIST 2 Evidence of operating in the community

- Australian citizenship certificate
- Birth certificate issued in Australia
- Credit card or ATM card
- Department of Veterans' Affairs card
- Australian security guard or crowd control licence
- Student or tertiary identity card
- Medicare card
- Working with Children Check card

LIST 3 Evidence of current residential address

- Utility account (including gas, water, electricity, mobile or home phone)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Rates notice
- Current lease or tenancy agreement

All applicants please note:

- If you cannot provide an identification document from List 1, you must provide two from List 2 and one from List 3
- All documents must be current
- Bank statements, utility accounts or rates notices must have been issued within the last six months
- If you supply printed online bank or utility statements they must be stamped and approved by the bank or utility company
- Your List 3 document must show your current residential address.



Applying by mail?

You must mail us photocopies of each identity document certified by a sworn member of police or a Justice of the Peace (JP) located in a police station.

Applying in person?

You must bring in your original identity documents or photocopies of each identity document certified by a sworn member of police or a JP located in a police station.

How to certify your identity documents

1. Take a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your photocopies and the original documents to a police station and have them certified by a sworn member of police or a JP located in a police station.

Note

- Do not send original identity documents by mail. These can be used only if you apply in person.
- Failure to correctly submit your proof of identity documents will delay your application.

Can't make it into Melbourne?

You may lodge your application and certify photocopies of your identity documents at selected Justice Service Centres (JSCs). To find your nearest JSC go to www.bdm.vic.gov.au/jsc

Applying from Queensland, Western Australia, the Northern Territory or overseas?

If you are applying from Queensland, Western Australia, the Northern Territory or overseas, any Justice of the Peace, Notary Public, Commissioner for Oaths or Australian Consulate Official can certify photocopies of your identity documents.

Under 18 years?

If you are unable to supply all three identity documents you can submit a:

- current school report card
- Medicare card showing child's name
- current mobile phone bill.

If you are unable to meet these requirements please contact the Registry via www.bdm.vic.gov.au or on 1300 369 367.

Credit Card Payment Slip

Card type

Visa

MasterCard

Amex

Total \$

 .

Name on card

Card number

Expiry date

 /

Signature of cardholder

PART SIX – Lodgement

PAGE 4

Submit your form, payment, proof of identity (if required) and any supporting documents:

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 5220, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Selected Justice Service Centres (JSCs).
Ground floor, 595 Collins St, Melbourne To find your nearest JSC go to www.bdm.vic.gov.au/jsc
(8.30am – 4.30pm, Monday to Friday, except public holidays)

Checklist

- I have stated the reason I require the certificate at Q.9.
- I have supplied all three identity documents at Part 3 (unless applying for a historical certificate or uncertified image).
- I have signed the declaration at Part 5.

If applying by mail:

- I have had photocopies of my proof of identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

If applying for a certificate of someone else (other than your child who is under 18 years of age):

- I have supplied the required three proof of identity documents both for myself and the person whose certificate I am applying for as specified in Q.19.2 or Q.19.3.
- I have supplied the required authority and documents as specified in Q.19.2 or Q.19.3.

FAQs

Can I use this form to change my name?

No. You must complete an Application to Register a Change of Name form, available at the Registry or at www.bdm.vic.gov.au

Can I use this form to register the birth of my child?

No. You must complete a Birth Registration Statement which is available from the Registry.

Which certificate will I need when applying for a driver licence or passport?

You will generally be required to produce a standard birth certificate. A standard marriage certificate issued by the Registry may also be required.

I was married in Victoria and now use my spouse's surname. Do I need a Change of Name certificate to prove this?

No. You need a standard marriage certificate issued by the Registry. Please note, the certificate issued on your wedding day is not a commonly accepted identification document.

What is a Deed Poll certificate?

A Deed Poll certificate was used up to October 1986 as proof of a name change. If you have changed your name by Deed Poll and need proof, you may need to register a name change.

Note. It is best to check with the authority requesting your identification documents before you order a certificate.

Privacy

In line with the *Information Privacy Act 2000*, the Registry is collecting information in this form to determine your eligibility to obtain the requested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at www.bdm.vic.gov.au

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages.

Victorian Registry of Births, Deaths and Marriages

General enquiries 1300 369 367

(8.30am – 4.30pm, Monday-Friday, except public holidays)

Website www.bdm.vic.gov.au



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