



Application to the Registrar for a document acknowledging sex or gender for a child (under 12 years) born overseas

Eligibility

Any person may apply to the Registrar for an acknowledgement document of a child if:

- The Family Court has made an Order approving the issue of a document acknowledging the child's sex or gender (a copy **must** be provided).
- The child's birth was registered overseas.
- The child is under the age of 12 years.

Fees

The fee for this application is \$190 and will be retained regardless of the outcome. The fee is payable when submitting this application.

Change of name

To make an application to register a change of name, you must complete a BDM401. This form can be downloaded from www.justice.wa.gov.au

Successful applications

If your application is successful, the child's change of sex or gender will be recorded within the Register of Births, Deaths and Marriages and you will be issued an acknowledgement document.

Privacy and Disclosure

Information requested on this form is collected under the provisions of the Births, Deaths and Marriages Registration Act 1998 and forms the basis to determine eligibility to apply for a document acknowledging the child's change of sex or gender.

Information held by the Registry may be provided to government and non-government organisations for the purpose of statistical and medical research and to law enforcement agencies as well as other uses provided for by law.

Documents issued by this office may also be verified by other organisations using this service.

Refer to www.justice.wa.gov.au for more information.

False Information

It is an offence to make a false or misleading statement in any application or document under the Births, Deaths and Marriages Registration Act 1998. Penalties of a fine up to \$10,000 apply.



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CHILD'S DETAILS

Surname			
Given name(s)			
Date of Birth	/ /	Sex at Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place of birth	Suburb	State	Country

CURRENT SEX OR GENDER

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
<input type="checkbox"/>	Non-Binary	<input type="checkbox"/>	Other (please specify):

NEW SEX OR GENDER

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Non-Binary
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FAMILY COURT ORDER

<input type="checkbox"/>	I have attached an Order made by the Family Court approving the change of the child's sex or gender in the registration of the child's birth
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REQUIRED DECLARANT

<input type="checkbox"/>	At the time of this application, the child is a Required Declarant as outlined on page 5 of this form
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APPLICANT DETAILS

Full name			
Relationship to child	<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other (please specify)
Postal address	Current postal address		
	Suburb	State	Postcode
Email address		Contact number	

I confirm that:

- ☐ I am authorised to provide the personal details presented and I consent to my identification being checked with the document issuer or official record holder via a third party system for the purpose of confirming my identity. See identification requirements on the last page.

Signature of applicant		Date	/ /
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ORDER FORM

The fee for this application is \$190 which is retained regardless of the outcome. The fee is payable when submitting this application.

The fee for an acknowledgment document is \$55 and will record the new sex or gender only. If you wish to apply for a document that includes the child's former sex or gender, please contact the Registry.

Product/Service	Price*	Qty	Subtotal
Application to the Registrar for a document acknowledging sex or gender of a child (under 12 years) born overseas	\$190		\$190
Acknowledgment document recording new sex or gender only	\$55		
*All prices listed are subject to change. Confirm current fees at www.justice.wa.gov.au		TOTAL	

Payment details

☐ **By mail** – enclosed is the following:

- Credit Card – complete the credit card payment details.
- Money Order – payable to the Registry of Births, Deaths and Marriages.
- Cheque – payable to the Registry of Births, Deaths and Marriages. Allow an extra ten (10) business days for personal cheques.

☐ **In person**

- Cash
- Credit cards – Visa or MasterCard only
- EFTPOS
- Money orders.
- Bank and personal cheques. Allow an extra ten (10) business days for personal cheques.

Applicant's Full Name:

Enclosed is a cheque/money order for \$		OR debit my MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/> for \$	
Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages			
Card No	<input type="text"/>	<input type="text"/>	Expiry <input type="text"/> / <input type="text"/>
Cardholder name:	Signature:		

IDENTIFICATION REQUIREMENTS

At least **three (3)** forms of ID **must** be provided for the applicant from the following lists:

- One document from List 1, 2 **and** 3 **or**
- One from List 1 & two from List 2 **or**
- Two from List 2 and one from List 3.
- All forms of ID **must** be **current** (not expired).
- Documents from List 1 **must** contain a photograph.
- Documents from List 3 **must** show your current residential address and have an issue or expiry date displayed.
- Bank statements, utility accounts or rates notices **must** have been issued within the last six months.

List 1 - Evidence of link between photo and signature

- ☐ **Australian Driver's Licence**
- ☐ **Australian Passport**
- ☐ **Australian Firearm's Licence**
- ☐ **Defence Force/Police Identification card**
- ☐ **Australian Citizenship Certificate** with evidence of residence status
- ☐ **WA Photo Card, Over 18 or Proof of Age Card**
- ☐ **Australian Learner Driver's Permit card**

List 2 - Evidence of operating in the community

- ☐ **Debit or Credit card** (one or the other, not both) issued by a financial institution
- ☐ **Document of Identity** issued by the Passport Office
- ☐ **Entitlement card** issued by the Commonwealth or State Government (Centrelink, Health Care Card, Veteran Card etc)
- ☐ **Full Birth Certificate** issued in Australia (birth extracts not accepted)
- ☐ **Medicare Card**
- ☐ **Naturalisation, Citizenship or Immigration papers** issued by the Department of Home Affairs
- ☐ **Overseas passport**
- ☐ **Security or Crowd Controller Licence** (Australian)
- ☐ **Student Identity Document or Statement of Enrolment** issued by an educational institution, including Tertiary (should include photo and/or signature)
- ☐ **Working With Children Check card**

List 3 – Evidence of current residential address

- ☐ **Driver's Licence Renewal Notice**
- ☐ **Financial institution statement**
- ☐ **Motor Vehicle Registration**
- ☐ **Property Lease or Tenancy Agreement**
- ☐ **Shire/water rates notice**
- ☐ **School or other educational report or certificate** less than twelve months old
- ☐ **Utility account** (gas, electricity, home phone, etc)

REQUIRED DECLARANT

A Required Declarants in WA is a:

- **High risk serious offender.**
- **Detainee.**
- **Person subject to an early release order.**
- **Prisoner.**
- **Reportable offender.**
- **Supervised offender**
- **Supervised young offender.**

You **must** advise the Registrar by completing the declaration on page 2.

PROCESSING TIMES

Allow a minimum of 21 business days to process your application, and a further ten (10) business days if paying by personal cheque.

Note: Applications lodged in person cannot be processed immediately.

SUBMITTING YOUR APPLICATION

By mail

Registry of Births Deaths and Marriages
PO Box 7720 Cloisters Square
Perth WA 6850

Enclose clear and legible copies of each identity document. Do not post original documents with your application, unless requested by the Registry.

In person

Registry of Births, Deaths and Marriages
Level 10/141 St Georges Terrace, PERTH
9.00am to 4.00pm, Monday to Friday

Original documents must be presented.

Faxed or email applications will not be accepted.

FURTHER INFORMATION

For further information, please visit our website at www.justice.wa.gov.au or call **1300 305 021 (free call)** between 9.00am and 4.00 pm, Monday to Friday.