Government of **Western Australia**
Department of **Justice**
Registry of Births, Deaths and Marriages

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 $195 and will be retained regardless of the outcome. The fee is payable when submitting this application.

Identification

When lodging this application to apply for a certified copy of a Western Australian Birth certificate, evidence of the applicant's identity must be provided

Consent to verification

The applicant must complete the 'Consent to Verification' section on page 2 of this form

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 your eligibility to apply for a registration of a sex or gender. For more information about how we use, protect, and may share this information, please read the Department of Justice Information Privacy Statement.

Information held by the Registry may be provided to government and non-government organisations for purposes 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 organisation 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**	☐ Male ☐ Female
Place of birth	Suburb	State	Country

Current sex or gender

☐	Male	☐	Female
☐	Non-Binary	☐	Other (please specify):

New sex or gender

☐	Male	☐	Female	☐	Non-Binary

Family court order

☐	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

Required declarant

☐	At the time of this application, the child **is** a Required Declarant as outlined on page 5 of this form

Applicant's details

Full name			
Relationship to child	☐ Parent ☐ Guardian ☐ 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**	

ORDER FORM

The fee for this application is $195 which is retained regardless of the outcome. The fee is payable when submitting this application.

The fee for an acknowledgment document is $60 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	**$195**		**$195**
Acknowledgment document recording **new** sex or gender only	**$60**		
*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.

☐ **In person**

- Cash
- Credit cards – Visa or MasterCard only
- EFTPOS
- Money orders.

Applicant's Full Name: ☐ **Tax receipt required**

Enclosed is a money order for $ **OR** debit my MasterCard ☐ or Visa ☐ for $

Your money order should be made payable to the Registry of Births Deaths and Marriages

Card No ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry ☐☐ / ☐☐

Cardholder name: Signature:

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 for certificate applications

Allow a minimum of 21 business days to process your application.

Note: Applications lodged in person cannot be processed immediately.

Submitting your application

By post	**In person**
Enclose clear and legible copies of each identity document. Post the form to: **Registry of Births Deaths and Marriages** **PO Box 7720 Cloisters Square** **Perth WA 6850** Do not post original documents with your application, unless requested by the Registry.	Complete this form and lodge it with your, **original** proof of identification and payment to: Registry of Births Deaths & Marriages Level 10/141 St Georges Terrace Perth between 9.00 am - 4.00 pm Monday to Friday

Faxed or emailed applications will not be accepted.

Identification Requirements

The Registry of Births, Deaths and Marriages uses a third-party system for verification of identity.

If the applicant **does not consent**:

- **Applications submitted by post** must include certified copies of identity documents. One identity document **must** contain a photograph
- **Applications lodged in person** must be accompanied by original identity documents. One identity document **must** contain a photograph

For further information:

- **On verification of documents**, visit www.justice.wa.gov.au/bdm
- **On who can certify your identification documents**, visit www.wa.gov.au

Alternatively, you can contact the Registry on **1300 305 021**

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.

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** with current Australian Entry Permit
- ☐ **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)