



## Joint application to add Parent’s details in a child’s birth registration

- Both parents must complete and sign this form to add the other parent’s details in their child’s birth registration
- This form can only be used where the parents are **not** married and the other parent’s details are not presently recorded in the birth registration
- Only children of the same parents before this child was born can be recorded in the birth registration as previous children
- If the surname of a child aged 12 years or over is to change as a result of this application, the child must also sign this form
- If you prefer to identify either parent differently to that currently printed on page 2 of this form, simply cross through the appropriate heading and substitute it with Mother, Father or Parent
- If both parents cannot complete this application, please contact the Registry for further assistance
- The fee of \$50.00 payable for this application includes the issue of a replacement standard birth certificate
- Payment may be made by cheque or money order payable to the Registry of Births Deaths and Marriages or by MasterCard or Visa.

### Applicant’s Full Name:

Enclosed is a cheque/money order* for \$		<b>OR</b> 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:		

## Joint application to add Parent's details in a Child's birth registration

Please post certificate to:  Birth Mother or  Other Parent

### Birth Mother's name and address

I		
of	Postcode	Phone No.

### Other Parent's name and address

I		
of	Postcode	Phone No.

do solemnly and sincerely declare that we have never been married to each other and:

- we are the natural parents of the child named below; or  
 the person whose details are entered below consented to an artificial fertilisation procedure, which resulted in the birth of the below mentioned child.

We request that the Registrar include details of the parent and any previous children of the same parents, as stated below, in our child's birth registration.

Please select:  Father  Mother  Parent

Surname:	Given names:
Maiden Surname:	Date of birth: / /
Place of birth:	Occupation:

### Child's details as registered at birth

(Full name)
born at ,WA on / /
We wish to record our child's <b>surname</b> as:

### Previous children of the same parents (Attach a separate sheet if required)

(Full name)	Place of birth	Date of birth / /
(Full name)	Place of birth	Date of birth / /

### Child's consent to change of surname:

If the surname of a child aged 12 years or over is to change as a result of this application, the child must sign this consent section.

I (full name of child)
Consent to my surname being changed to

**Declaration:** I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

<b>Child's signature:</b>	<b>Date:</b> / /
<b>Birth Mother's signature:</b>	<b>Other Parent's signature:</b>
Date of application: / /	Date of application: / /

## Processing times for mailed certificate applications

**Standard** - Please allow up to 10 working days plus regular postal delivery time.  
If required, please enclose a self-addressed Registered or Express Post envelope.

## Submitting your application

### By post

Complete this form and attach clear and legible copies of your identification. Post the form to:

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

### In person

Complete this form and lodge it with your, **original** proof of identification and payment to:

Registry of Births, Deaths and Marriages  
Level 10/141 St Georges Terrace Perth between  
8.30 am - 4.30 pm Monday to Friday

### By email

Complete this form and email with clear and legible copies of identification to [bdm@justice.wa.gov.au](mailto:bdm@justice.wa.gov.au)

## Privacy considerations and personal records

Any documents provided with the application may have their authenticity verified through an approved online verification service.

**Please note:** 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*.

## Further information

For further information, please visit our website at [www.justice.wa.gov.au](http://www.justice.wa.gov.au) or call **1300 305 021** between 8.30 am and 4.30 pm, Monday to Friday.

## Identification requirements

When applying for a Western Australian certificate, evidence of your identity must be provided.

- You **must** provide at least **three** forms of identification:
  - One document from each List (1, 2 **and** 3). At least one containing a photograph
  - One from List 1 and two from List 2. At least one containing a photograph
  - Two from List 2 and one from List 3. At least one containing a signature
- All forms of identification **must** be **current**
- Documents from List 3 **must** show your **current residential address**
- 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, Veterans Affairs 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 guard or Crowd Control 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 card

### List 3 – Evidence of current residential address

- Driver's licence renewal notice
- Financial institution statement less than six months old
- 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 less than six months old (gas, electricity, home phone, etc)