



Registry of Births Deaths and Marriages Western Australia

If applying for a certificate on behalf of another person, the following must be provided:

- a letter giving permission from the person named on the certificate, or if deceased, the appropriate authorised person (as stated in the Registry’s Certificate Access Policy)
- identification for applicant (see page 2 for identification requirements)
- identification of the person who is entitled to the document (see page 2 for identification requirements as stated in the Registry’s Certificate Access Policy).

The Western Australian Registry of Births Deaths and Marriages Certificate Access Policy and fees can be viewed at www.justice.wa.gov.au

Letter of authority from authorised person

Please print clearly in block letters

I, _____
(insert name of person named on the certificate, or if deceased, the appropriate authorised person)

of _____
(insert full residential address of abovenamed person)

hereby authorise _____
(insert full name of person you are authorising to apply for the certificate)

who is _____
(insert relationship of authorised person to the person named in the certificate)

to apply for _____
(insert type of certificate required e.g. Birth, Death, Marriage, Change of Name)

Signed: _____ Dated: ____/____/____
(Signature of person named in certificate, or if deceased, appropriate authorised person)

Contact number: _____

<p>Office use only:</p> <p>Service request no. ____ / ____</p> <p>Approved identification provided? Y or N</p>

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)