



Application to correct a Western Australian certificate

Certificate to be corrected: Birth Death Marriage

Applicant's details

Please print clearly

Tax receipt required

Name			
Address			
Suburb			Postcode
Postal address (if different to above)			
Relationship to the person named on the certificate	eg self, parent	Contact number	
		Delivery	Post <input type="checkbox"/> Collect <input type="checkbox"/>

Certificate details

Name of recorded person/s			
Date of event	/	/	Registration number

Existing information on certificate requiring correction (please attach certificate)

Correct information to replace existing information

What evidence is supplied to support the correction? (Please attach evidence)

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.

Signature of applicant:	Date: / /
Office use only	
Service Request No: ____ / ____ Officer's name: _____	
Error type: Informant <input type="checkbox"/> RBDM <input type="checkbox"/> Other <input type="checkbox"/> Registration Type: Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/>	
Certificate to be issued? Y / N Commemorative certificate to be issued? Y / N	
Authorised by _____ Date ____ / ____ / 20____	

Information on correcting a Western Australian certificate

This form should be used to correct information in a register held by the Western Australian Registry of Births, Deaths and Marriages.

If you want to correct the details on a birth, death or marriage certificate, the changes may include:

- Adding information that may not have been known at the time of registration
- Correcting a spelling mistake on the certificate
- Modifying information that was incorrectly supplied or omitted.

Any request to correct information must normally be supported by documentary evidence confirming the correct details.

Birth register:

Applications to correct an entry in the register generally can only be made by the parties recorded on the certificate. To correct the registration if the person is under the age of 18 years, either parent named in the registration can make the application for amendment.

Death register:

Applications to correct an entry in the register can only be made by the parties listed on the certificate, the person who provided the particulars at the time of death or the Funeral Director.

Marriage register:

Applications to correct an entry in the register can only be made by the parties of the marriage.

Fees

A fee is payable to correct a birth, death or marriage record that was produced as a result of incorrect or incomplete information being provided to the Registry. Please go to www.justice.wa.gov.au and see webpage *Forms and Fees*. Replacement certificates will be issued free of charge, once the correction has been made.

No fee is payable to correct and re-issue a certificate where the Registry has made an error.

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

Payment details **If applying for multiple certificates only complete payment details on ONE form.**

Applicant's Full Name:

Enclosed is a cheque/money order for \$ **OR** debit my MasterCard or Visa for \$

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

Card No Expiry /

Cardholder
name:

Signature:

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)

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