



## 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/bdm](http://www.justice.wa.gov.au/bdm)

### Letter of authority from authorised person

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: \_\_\_\_\_ Email: \_\_\_\_\_

#### Office use only:

Service request no. \_\_\_\_ / \_\_\_\_

Approved identification provided? Y or N

## 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)

For further information, visit our website at [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm) or call **1300 305 021** between 9.00am and 4.00pm Monday to Friday.