



## Application to correct a Western Australian registration

Certificate to be corrected: ☐ Birth ☐ Death ☐ Marriage

### Applicant's details

Please print clearly

☐ Tax receipt required

Full name			
Postal address	Current postal address		
	Suburb	State	Postcode
Relationship to the person named on the certificate	e.g. self, partner	Contact number:	
		Email address:	

### Registration details

Name of recorded person/s			
Date of event		Registration number	

### Existing information in the registration requiring correction (attach certificate)


### Correct information to replace existing information


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


Signature of applicant:	Date:        /        /
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#### Office use only

Service Request No: \_\_\_\_\_ / \_\_\_\_\_ Officer's name: \_\_\_\_\_

Error type: Informant ☐ RBDM ☐ Other ☐ Registration Type: Birth ☐ Death ☐ Marriage ☐

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.

**Processing times** - Allow up to ten (10) working days plus regular postal delivery time. If required, enclose a self-addressed Registered or Express Post envelope.

## Fees

The fee to correct a Western Australia birth, death or marriage record that was produced because of incorrect or incomplete information being provided to the Registry is \$58.00 and includes the issue of a replacement certificate.

If an error was made by the Registry, no fee is payable and a replacement certificate will be issued upon return of the incorrect certificate.

## 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 & Marriages  
Level 10/141 St Georges Terrace Perth between  
9.00 am - 4.00 pm Monday to Friday

**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 \$		<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:		

## 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.