



## Commemorative Birth Certificate Application Form

- To apply for a Western Australian Commemorative Birth Certificate the person named in the certificate must have been born or their birth registered in Western Australia
- Commemorative birth certificates are available to the registered person (16 years of age or over), or a parent named in the birth certificate
- Current fees are outlined on page 2 of this form
- When lodging this application to apply for a certified copy of a Western Australian Birth certificate, evidence of the applicant's identity must be provided
- The applicant must complete the 'Consent to Verification' section on page 2 of this form
- The applicant must complete and sign the application form
- Payment may be made by cheque or money order payable to the Registry of Births Deaths and Marriages or by MasterCard or Visa
- See page 3 for instructions for submitting this application and information on processing times
- 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.

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

**Applicant's Full Name:**

☐ Tax receipt required

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:

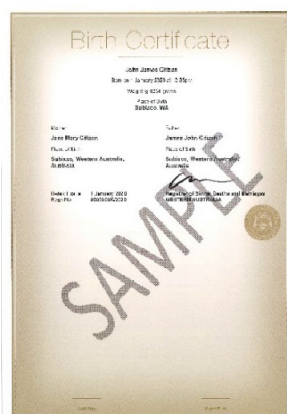
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All Commemorative Birth Certificates include one complimentary standard Birth Certificate.

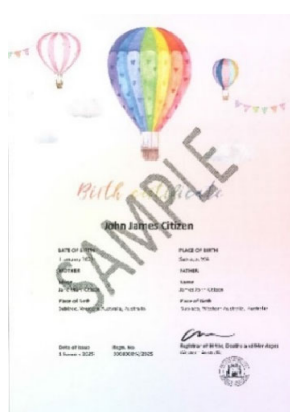
The Baby Prints Commemorative Birth Certificate is designed for you to personalise your child's certificate by imprinting their hand or footprints on the certificate. Commemorative Birth Certificates cannot be used for identification purposes.

**Please note**, Commemorative Birth Certificates are posted together with the standard Birth Certificate in a carded A4 size envelope. If Australia Post are unable to fit the envelope in your mailbox, collection may be required at your local post office.

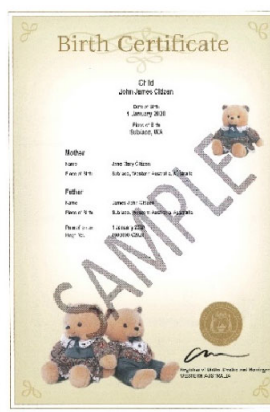
## Certificate Designs



**Baby Prints**



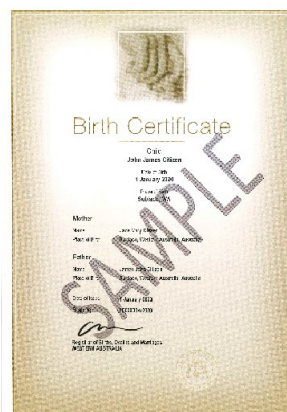
**Balloon**



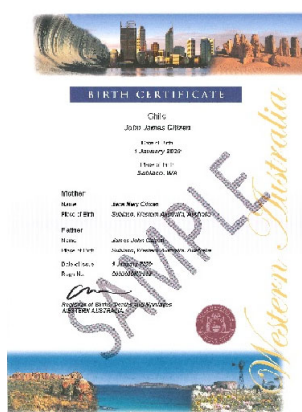
**Bears**



**Floral**



**Hands**



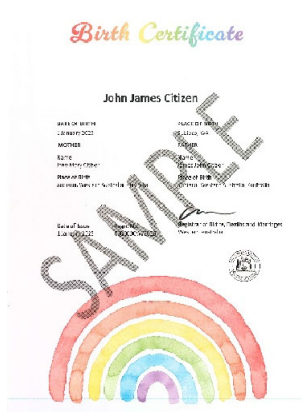
**Landscape**



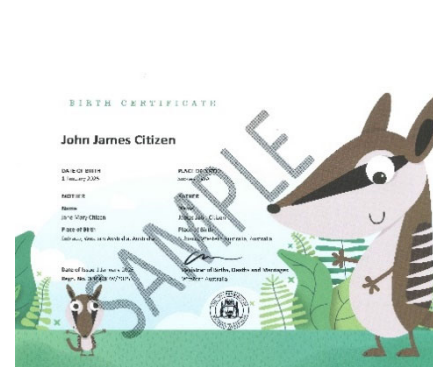
**Our Golden Past**



**Wildlife**



**Rainbow**



**Numbat**



## Commemorative Birth Certificate Application Form

- |                          |                                                              |                |                       |
|--------------------------|--------------------------------------------------------------|----------------|-----------------------|
| <input type="checkbox"/> | <b>Commemorative Birth certificate</b>                       | <b>\$68.00</b> | includes regular post |
| <input type="checkbox"/> | <b>Priority fee</b> (payable in addition to certificate fee) | <b>\$44.00</b> | includes express post |

### Birth details required

|                           |               |                       |                |
|---------------------------|---------------|-----------------------|----------------|
| <b>Surname</b>            |               |                       |                |
| <b>Given name(s)</b>      |               |                       |                |
| <b>Date of birth</b>      |               | <b>Place of birth</b> |                |
| <b>Parent's full name</b> | Given name(s) | Surname               | Maiden surname |
| <b>Parent's full name</b> | Given name(s) | Surname               | Maiden surname |

### Certificate selection

| Certificate Name | Quantity | Certificate Name   | Quantity |
|------------------|----------|--------------------|----------|
| 1. Baby Prints   |          | 6. Landscape       |          |
| 2. Balloon       |          | 7. Our Golden Past |          |
| 3. Bears         |          | 8. Wildlife        |          |
| 4. Floral        |          | 9. Rainbow         |          |
| 5. Hands         |          | 10. Numbat         |          |

### Applicant's details

|                                   |                        |                        |          |
|-----------------------------------|------------------------|------------------------|----------|
| <b>Full name</b>                  |                        |                        |          |
| <b>Postal address</b>             | Current postal address |                        |          |
|                                   | Suburb                 | State                  | Postcode |
| <b>Relationship to the person</b> | e.g. self, parent      | <b>Contact number:</b> |          |
|                                   |                        | <b>Email address:</b>  |          |

### Consent to verification

- ☐ I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

|                               |  |             |  |
|-------------------------------|--|-------------|--|
| <b>Signature of applicant</b> |  | <b>Date</b> |  |
|-------------------------------|--|-------------|--|

## Processing times for certificate applications

**Standard** - Allow up to 2 working days plus regular postal delivery time.

**Priority** - Processed within 24 hours of receipt plus express postal delivery time within Australia.

**International** – Allow up to 2 working days for processing. Certificates will be posted using regular airmail.

## 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

**Or** take the completed form with your **original** proof of identification and lodge it at your nearest metropolitan or regional courthouse.

**Faxed or emailed applications will not be accepted.**

## Identification Requirements

The Registry of Births, Deaths and Marriages uses a third-party system for verification of identity.

If the applicant **does not consent**:

- **Applications submitted by post** must include certified copies of identity documents. One identity document **must** contain a photograph
- **Applications lodged in person** must be accompanied by original identity documents. One identity document **must** contain a photograph

For further information:

- **On verification of documents**, visit [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm)
- **On who can certify your identification documents**, visit [www.wa.gov.au](http://www.wa.gov.au)

Alternatively, you can contact the Registry on **1300 305 021**

## Privacy considerations and personal records

Certificates held by the Registry contain sensitive and personal information. The Registry allows unrestricted access for birth certificates which occurred more than 100 years ago.

**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*.

## Who can apply for a certificate

Commemorative birth certificates are available to the registered person (16 years of age or over) or a parent named in the birth certificate.

If you're not authorised under the Registry's Certificate Access Policy, you must provide written consent from someone entitled to the certificate, along with identification for both yourself and the person you represent. See page 4 for details.

Information regarding the Registry's Certificate Access Policy is located on our website at [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm).

## 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)