



Application to correct a Western Australian Registration

- To apply for a correction to a Western Australian Registration the event must be registered in Western Australia
- Current fees are outlined on page 3 of this form
- When lodging this application to apply for a correction of a Western Australian Registration, evidence of the applicant's identity must be provided
- The applicant must complete the consent to verification of their identification on page 2 of this form
- The applicant must complete the 'Consent to Verification' section on page 2 of this form
- Payment may be made by cheque or money order payable to the Registry of Births Deaths and Marriages or by MasterCard or Visa
- Information regarding the Registry's Certificate Access policy is located on our website at www.justice.wa.gov.au/bdm
- 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 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

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Expiry

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Cardholder name:

Signature:



Application to correct a Western Australian registration

Applicant's details

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

Registration details

| | | | | |
|---------------------------|--------------------------------|--------------------------------|-----------------------------------|---------------------------------|
| Certificate type | <input type="checkbox"/> Birth | <input type="checkbox"/> Death | <input type="checkbox"/> Marriage | <input type="checkbox"/> Other: |
| Name of recorded person/s | | | | |
| Date of event | | Registration number | | |

Existing information in the registration requiring correction (attach certificate)

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Correct information to replace existing information

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

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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.

| | | | |
|------------------------|--|------|--|
| Signature of applicant | | Date | |
|------------------------|--|------|--|

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_____

This form is used to request a correction to information recorded in the registers of the Western Australian Registry of Births, Deaths and Marriages.

You may request changes to a birth, death or marriage certificate to:

- Add or modify information that was incorrectly supplied or omitted
- Correct a spelling mistake on the certificate

Correction requests must be supported by documentary evidence confirming the correct details.

Birth register – corrections can only be requested by the registered person (16 years of age or over), or a parent named in the birth certificate

Death register - corrections can only be requested by the spouse (including a named defacto partner), parents or children.

Marriage register - corrections can only be requested by the parties to 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.

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*.

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
- **On who can certify your identification documents**, visit www.wa.gov.au

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

Fees

Fee for correction due to incorrect or incomplete information provided by the applicant:

- **\$58.00**, which includes issuing a replacement certificate.

If the error was made by the Registry:

- **No fee payable** and a replacement certificate can 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

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.

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)