





## Birth Certificate Application Form

<input type="checkbox"/>	<b>Birth certificate</b>	<b>\$58.00</b>	includes regular post
<input type="checkbox"/>	<b>Priority fee</b> (payable in addition to certificate fee)	<b>\$44.00</b>	includes express post
<input type="checkbox"/>	<b>Birth certificate</b> (reduced fee)	<b>\$38.00</b>	births more than 75 years old

### 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

### Applicant's details

<b>Full name</b>			
<b>Postal address</b>	Current postal address		
	Suburb	State	Postcode
<b>Relationship to the person named on the certificate</b>	e.g. self, parent	<b>Contact number:</b>	
		<b>Email address:</b>	
<b>Reason required</b>	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Centrelink <input type="checkbox"/> Lost <input type="checkbox"/> Bank requirements <input type="checkbox"/> Legal <input type="checkbox"/> Marriage <input type="checkbox"/> Family history Other.....		

### 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>	
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### Office use only

<b>LIST 1:</b> <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Photo/age card <input type="checkbox"/> Citizenship cert
<b>LIST 2:</b> <input type="checkbox"/> Birth cert (Aust) <input type="checkbox"/> Cr/debit card <input type="checkbox"/> Medicare <input type="checkbox"/> Centrelink
<b>LIST 3:</b> <input type="checkbox"/> Bank statement <input type="checkbox"/> Rates notice <input type="checkbox"/> Motor vehicle rego <input type="checkbox"/> Utility account.
Other <input type="checkbox"/> ..... <input type="checkbox"/> Letter of Authority    Initial ID sighted.....

## 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

**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)