



## Application for an uncertified copy of a Western Australian Registration document

- An uncertified copy of a Western Australian registration document is a reproduction of a historical record provided at a reduced fee. Current fees are outlined on page 2 of this form
- When lodging this application to apply for an uncertified copy of a Western Australian Registration document, 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 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
- 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)
- 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:



## Application for an uncertified copy of a Western Australian Registration document

### THIS IS NOT AN APPLICATION FOR A WESTERN AUSTRALIA CERTIFICATE

This application is for a **copy of a Western Australia registration document (the document)**, that was used only for the purpose of creating a formal registration in the Western Australian Register of Births, Deaths and Marriages. The document is not certified and cannot be used for any official purpose. The document will be provided on plain paper. A separate application is required for an official certified Western Australian Certificate. See **Disclaimer** on page 2.

#### Birth details required

<b>Surname</b>			
<b>Given name(s)</b>			
<b>Date of birth</b>		<b>Place of birth</b>	
<b>Parent 1 full name</b>	Given name(s)	Surname	Maiden surname
<b>Parent 2 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> <i>Must be completed</i>	<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

**LIST 1:**  Driver's licence  Passport  Photo/age card  Citizenship cert

**LIST 2:**  Birth cert (Aust)  Cr/debit card  Medicare  Centrelink

**LIST 3:**  Bank statement  Rates notice  Motor vehicle rego  Utility account.

Other  .....  Letter of Authority    Initial ID sighted.....

## Processing times for certificate applications

Please allow up to 20 working days plus regular postal delivery time

## 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**

## Disclaimer

An uncertified copy of a Western Australian registration document is a reproduction of a historical record provided at a reduced fee.

Uncertified copies cannot be used for official or legal purposes, such as proof of identity, and are only available from the Perth Registry Office.

Uncertified copies of original records may vary in age, quality, and legibility. They may be handwritten or typed, and image quality cannot be guaranteed.

Records held at the Registry contain sensitive and personal information, are confidential and are not available for viewing for family history research by members of the public or professional genealogists.

**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*.

## Fees

The application fee for an uncertified copy of a Western Australian registration document is \$50.00.

No GST is payable on this application. The fee includes regular postal delivery, is non-refundable, and cannot be transferred to another application. Any new applications with incur an additional fee.

## 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)