



## 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’ 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
- 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 \$		<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 style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
		Expiry	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>
Cardholder name:		Signature:	



## Application to correct a Western Australian registration

### 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>	

### Registration details

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

### 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)


#### 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

Service Request No: _____ / _____	Officer's name: _____
Error type: Informant <input type="checkbox"/> RBDM <input type="checkbox"/> Other <input type="checkbox"/>	Registration Type: Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/>
Certificate to be issued? <b>Y / N</b>	Commemorative certificate to be issued? <b>Y / N</b>
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](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**

### 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

**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)