Family History Form

- Use this application only to request a Western Australian birth, death, or marriage certificate that is at least 75 years old, for a reduced fee.
- Current fees are outlined on page 2 of this form.
- When lodging this application for a birth, death, or marriage search, proof of identity may be required if the search period falls outside the Open Era
- If identification is required for this application, 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 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:

Family History Form

☐ **Reduced Fee Birth, Death and Marriage Certificate**	**$39.00**	($60.00 if less than 75 years old)
☐ **Priority Fee** (payable in addition to certificate fee)	**$44.00**	includes express post

Birth details

Surname at birth		**Given name(s)**	
Any other surname used		**Sex at birth**	Male ☐ or Female ☐
Date of birth		**Place of birth**	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

Death details

Surname		**Given name(s)**	
Date of death		**Place of death**	
Any other surname used		**Name of spouse**	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

Marriage details

Party 1's full name	Surname at time of marriage	Given name(s)	
Party 2's full name	Surname at time of marriage	Given name(s)	
Date of marriage		**Place of marriage**	

Applicant details

Applicant's name			
Postal address			
How are you related to this person?	e.g. self, parent	**Email address:**	
		Contact number:	
Reason required			

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**	

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 sent using regular airmail.

Submitting your application

By post	**In person**
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**	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** submit the completed form with your **original** identification 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
- **On who can certify your identification documents**, visit www.wa.gov.au

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

Identification and access

Open Era Records

Certificates held by the Registry contain sensitive and personal information. No identification is required, and no access conditions apply for the following:

- **Births records:** Occurred more than 100 years ago
- **Death records:** Occurred more than 30 years ago
- **Marriage records:** Occurred more than 75 years ago

Proof of identity and access conditions apply to events outside the Open Era period.

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.

The Registry will collect your personal information as part of this application. For more information about how we use, protect, and may share this information, please read the Department of Justice Information Privacy Statement.

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)