



Government of **Western Australia**  
 Department of **Justice**  
 Registry of Births, Deaths and Marriages

## Add parentage and marriage details in a child's birth registration

- Both parents must complete and sign this form to add the other parent's details and if applicable the marriage particulars in their child's birth registration
- Marriage details should be completed if both parents were legally married to each other at any time before or after the child's birth
- Only children of the same parents can be recorded in the birth registration as previous children
- If the surname of a child (12 years or over) is to change because of this application, the child must also sign this form
- Parents married outside Western Australia, must forward a certified copy of their marriage certificate with this application
- If both parents cannot complete this application, contact the Registry for further assistance
- When lodging this application to add other parent's details to a child's birth registration in Western Australia, evidence of both parents' identity (and the child if aged 18 years or above) must be provided
- The applicant/s must complete the 'Consent to Verification' section on page 2 of this form
- The fee of \$60.00 payable for this application includes the issue of a replacement standard birth certificate
- Payment may be made by MasterCard or Visa by or money order payable to the Registry of Births Deaths and Marriages
- **Do not submit this application form by email.** 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 money order for \$ **OR** debit my MasterCard ☐ or Visa ☐ for \$

Your money order should be made payable to the Registry of Births Deaths and Marriages

Card No

   
   
   
   

Expiry

 / 

Cardholder name:

Signature:



## Add parentage and marriage details in a child's birth registration

Post certificate to: ☐ Birth Mother or ☐ Other Parent

### Birth Mother's name and contact details

|           |          |
|-----------|----------|
| I         |          |
| of        | Postcode |
| Phone No. | Email    |

### Other Parent's name and contact details

|           |          |
|-----------|----------|
| I         |          |
| of        | Postcode |
| Phone No. | Email    |

hereby apply to add the parentage and if applicable marriage details and certify the information provided is correct for the purpose of being included in the in the registration of the child's birth.

Select: ☐ Father ☐ Mother ☐ Parent

|                 |                |
|-----------------|----------------|
| Surname:        | Given names:   |
| Maiden Surname: | Date of birth: |
| Place of birth: | Occupation:    |

### Child's details as registered at birth

|                                                  |
|--------------------------------------------------|
| (Full name)                                      |
| born at ,WA on                                   |
| We wish to record our child's <b>surname</b> as: |

### Marriage details of same parents (if applicable)

|                   |                    |
|-------------------|--------------------|
| Date of marriage: | Place of marriage: |
|-------------------|--------------------|

### Previous children of the same parents (Attach a separate sheet if required)

| First and middle name(s) | Place of birth | Date of birth |
|--------------------------|----------------|---------------|
|                          |                |               |
|                          |                |               |

### Child's consent to change of surname:

If the surname of a child (12 years or over) is to change because of this application, the child must sign this consent section.

|                                                                  |       |
|------------------------------------------------------------------|-------|
| I (full name of child)<br>consent to my surname being changed to |       |
| Child's signature:                                               | Date: |

### Consent to verification

☐ I/We confirm that I/we are authorised to provide the personal details presented and I/we consent to my/our information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my/our identity.

|                           |                           |
|---------------------------|---------------------------|
| Birth Mother's signature: | Other Parent's signature: |
| Date of application:      | Date of application:      |

## Processing times for certificate applications

**Standard** - Allow up to 10 working days plus regular postal delivery time.

If required, enclose a self-addressed Registered or Express Post envelope.

## 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.**

## 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

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).

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](#).

**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

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)