



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

Search for a Birth, Death or Marriage

- This application should only be used to search for an event that may have occurred in Western Australia. If a registration is found, a Result of Search confirmation letter will be issued.
- 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 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
- A separate Birth, Death or Marriage Certificate application form along with payment of the \$60 fee must be submitted to obtain the certificate for the event being searched.
- 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 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:



Search for a Birth, Death or Marriage

☐ **Search fee** (each 10 years or part thereof) **\$36.00** includes regular post

Search period

From **To**

Birth

Surname at birth		Other surname used	
Given Name(s)			☐ Male ☐ Female
Date of birth		Place of birth	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

Death

Surname		Given name(s)	
Date of death		Place of death	
Other surnames used		Name of spouse	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

Marriage

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

Applicant's details

Applicant's name			
Postal address	Current postal address		
	Suburb	State	Postcode
Relationship to the person named	e.g. self, parent	Reason required	
		Contact number	
Email address			

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	
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Processing times for certificate applications

Standard - Allow up to 2 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
- **On who can certify your identification documents**, visit 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 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 and access

Open Era Records

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.

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)