



Application For A Birth Certificate

Births, Deaths and Marriages Reaistration Act 1997

1. Your Details

Surname	<input type="text"/>	Given Names	<input type="text"/>
Address	<input type="text"/>		
		Postcode	<input type="text"/>
Postal address (If different to above)	<input type="text"/>		
		Postcode	<input type="text"/>
Why do you require the certificate	<input type="text"/>	Daytime phone number	<input type="text"/>
Relationship to certificate holder? (e.g. self, parent, other)	<input type="text"/>		
How would you like your certificate delivered?	Post <input type="checkbox"/> Collect <input type="checkbox"/>	Identification Produced	Licence <input type="checkbox"/> Medicare Card <input type="checkbox"/> Passport <input type="checkbox"/> Other <input type="checkbox"/>
Your Signature	<input type="text"/>		
Date	<input type="text"/>		

2. Certificate Details

Would you like a Commemorative Birth Certificate? No Yes Please tick which type

Ducks Canberra Capital Bluebell Year 2000 Clowns Teddy Bears Pink Bunny Blue Bunny

Please provide the following information about the person on the certificate.

Surname (At Birth)	<input type="text"/>	Other Surnames	<input type="text"/>
Given Names	<input type="text"/>	Present Age	<input type="text"/>
Date of Birth	<input type="text"/>	Place of Birth City/Town	<input type="text"/>
Mother/Parent* Surname	<input type="text"/>	Father/Parent Surname	<input type="text"/>
Mother/Parent Maiden Name/ Former Name	<input type="text"/>	Father/Parent Maiden Name/ Former Name	<input type="text"/>
Mother/Parent Given Name	<input type="text"/>	Father/Parent Given Name	<input type="text"/>
Mother/Parent Place of Birth	<input type="text"/>	Father/Parent Place of Birth	<input type="text"/>

If you are applying by mail and payment is by credit card please complete these details

Bankcard <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Expiry date	<input type="text"/>
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Amount \$ <input type="text"/>
Name of cardholder	<input type="text"/>		Signature of cardholder	<input type="text"/>

Please Note – if the name on the credit card differs to the applicant's name, identification for the cardholder will also be required before your application is processed.

Please Note - "parent" of a child means the child's mother; or the child's father; or someone else who is presumed under the *Parentage Act 2004, part 2* to be a parent of the child.

BIRTH, DEATH AND MARRIAGE CERTIFICATE APPLICATION INFORMATION

If you are applying for your birth or marriage certificate, or your child's Birth Certificate (who is under the age of 18 years), you must provide:

At least three (3) forms of **your** own identification from the list below with your application.

The Privacy Commissioner has advised that a parent does not have an automatic right of access to their child's birth records once the child has turned 18 years. The Registrar-General's Office will permit that access only where the child consents to the application.

If you are applying for a Certificate on behalf of another person, you must provide the following:

At least three (3) forms of **your** own identification with your application *and*,

At least three (3) forms of identification from the person named on the certificate *and*,

A letter giving permission from the person named on the certificate, their parents or their authorised representative (e.g. sibling, Power of Attorney, solicitor, welfare group, legal guardian). Please include their address, daytime telephone number and signature.

Identification List

You must provide at least three (3) forms of identification with your application. At least one (1) form of identification must be provided from **each list** in the table below.

If you are unable to provide identification from List 1, you must provide at least two (2) forms of identification from List 2 and at least one (1) form of identification from List 3.

List 1	List 2	List 3
<ul style="list-style-type: none"> Australian Driver's Licence 	<ul style="list-style-type: none"> Medicare Card 	<ul style="list-style-type: none"> Utility Accounts (gas, power etc) with current residential address
<ul style="list-style-type: none"> Australian Passport 	<ul style="list-style-type: none"> Credit or Account Card 	<ul style="list-style-type: none"> Bank statement with current residential address
<ul style="list-style-type: none"> Firearms Licence 	<ul style="list-style-type: none"> Centrelink or Department of Veterans Affairs Card 	
<ul style="list-style-type: none"> Foreign Passport 	<ul style="list-style-type: none"> Security Guard Licence 	
	<ul style="list-style-type: none"> Tertiary Education Institution ID Card 	

If you are unable to comply with these requirements, please contact us for further advice.

For those applications received through the post, we commit to fulfilling your request for a certificate within three working days of receiving your application provided we have enough information to establish your entitlement. If your application is not accepted, we may need you to reapply and provide additional [identification](#) and/or more information, either by post or at [our office](#).

The certificate will be sent to you by registered person to person mail, where you will need to provide identification at the post office to collect the certificate. You can pay for the certificate by credit card (Visa, Mastercard and Bankcard), bank cheque, money order or cash.

All certificates \$33.00

If delivered by mail the certificate must be sent by secure, registered, person to person post. \$ 5.00

Commemorative Birth or Marriage Certificate (including a standard certificate) \$46.00

APPLY THROUGH THE POST

POST the completed form with photocopies of relevant identification to:

Registrar-General's Office
PO Box 225
Civic Square ACT 2608

APPLY BY ATTENDING THE OFFICE

BRING the completed form to:

Registrar-General's Office
Allara House
Allara Street
Canberra City ACT

APPLY ON LINE OVER THE INTERNET

Go to our website at: www.rgo.act.gov.au
www.rgo.act.gov.au where you can apply and pay using your credit card.