

Application for a Victorian Death Certificate

Instructions. Please use **blue** or **black** ink and **BLOCK** letters.

Office use only

\$

CC	MO	CQ	NF	EX	RM
C	NC	IP	NP	DP	FH

PART ONE – Your details

1. Which certificate do you require?

- Standard Death Certificate
 Abridged Death Certificate
 Historical Certificate
 Uncertified (historical) image

2. Surname (family name)

3. Given name(s)

4. Residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

5. Postal address (if different to above)

a) Street no. and name or P.O. Box Number

b) Suburb/Town

c) State

d) Postcode

6. Daytime telephone number

7. Email address

8. What is the relationship to the person on the certificate?

(e.g. husband, wife, son)

9. Reason certificate is required

(e.g. estate, genealogy)

PART TWO – Details of the deceased

10. Surname (family name) at time of death

11. Given name(s)

12. Place of death

a) Suburb/Town

b) State

c) Post code

13. Age at death

years

14. Date of death

Or if unsure, please estimate date of death

From

To

15. Registration number (if known)

16. Mother's maiden name (surname at birth)

17. Mother's given name(s)

18. Father's surname (family name)

19. Father's given name(s)

20. Spouse's surname (family name)

21. Spouse's given name(s)

22. Other information (e.g. place of birth, children, date of birth)

Note

- You must provide proof of your identity if the death occurred within the last ten years.
- If the death occurred more than ten years ago, go to Q.24.
- For further information about access to records, refer to the Registry's Access Policy at www.bdm.vic.gov.au

23. What is your relationship to the deceased?

23.1 I am the deceased's next of kin

You must submit three identity documents of your own, one from each list on page 3.

23.2 I am not the deceased's next of kin

 You must submit:

- three identity documents of your own, one from each on page 3; and
- a letter from the deceased's next of kin which authorises you to access the death record.
The letter must include the authorising person's address, daytime telephone number and signature; and
- three identity documents of the person giving you authority to access the record, one from each list on page 3.

PART FOUR – Certificate payment

24. I wish to order the following:

Proof of identity required	Price*	Subtotal
Standard Death Certificate	\$28.60	\$.
Abridged Death Certificate – <i>May not be accepted for official purposes</i>	\$28.60	\$.
Proof of identity NOT required		
Historical Certificate – <i>for Historical purposes</i>	\$28.60	\$.
Uncertified (historical) image – <i>You must provide a registration number at Q.15 or the fee for a standard death certificate applies.#</i>	\$20.00	\$.
Deliver/Collection Method (Note; You must select ONE only)		
In Person** OR		
Standard Post (within Australia) OR	\$0.00	
Registered Post (within Australia) OR	\$4.50	\$.
Express Post (within Australia)	\$5.50	\$.
		Total \$.

* All prices on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au

**Certificates can only be collected in person from our Melbourne Customer Service Centre.

All online and mail applications will be delivered using Standard Post if you do not specify your postal delivery method above.

You can search the historical indexes for a registration number at www.bdm.vic.gov.au

25. How do you wish to pay?

- Cash payments will only be accepted if you apply in person.
- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- If paying by credit card, please complete the Credit Card Payment Slip on page 3.

Cash (in person only) Credit card EFTPOS card Cheque Money order

PART FIVE – Declaration

26. I certify that I have read and understood the declaration below:

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

Three documents are required, one from each list below**LIST 1 Evidence of link between photo and signature**

- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

LIST 2 Evidence of operating in the community

- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate issued by the Victorian Registry
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans' Affairs card
- Working with Children Check card

LIST 3 Evidence of current residential address

- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Current lease or tenancy agreement
- Superannuation fund statement

All Applicants please note:

- All documents must be current
- If you cannot provide an identity document from List 1 you must provide two from List 2 and one from List 3
- Your List 3 document must show your current residential address
- A List 1 document can also be used as a List 3 document if it shows your current residential address
- Bank statements, utility accounts, rates notices or superannuation fund statements must have been issued within the last 12 months
- If you submit printed online bank, superannuation or utility statements they must contain an official company letterhead or be stamped and approved by the bank, superannuation fund or utility company.

Under 18 years?

If you are unable to submit all three identity documents, a List 2 document can be a:

- Medicare card showing your name
- Current school report card or exam certificate.

Certifying and submitting your documents**How to certify your identity documents**

1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your original documents and the photocopies to a police station and ask either a sworn member of police or a Justice of the Peace located in the station to certify them.

Submitting in person?

You must bring your original identity documents or certified photocopies with your application and submit at our Melbourne Customer Service Centre or at selected Justice Service Centres (JSC). To find your nearest JSC, visit www.bdm.vic.gov.au/jsc

Submitting by mail?

You must mail certified photocopies of each identity document.

Note

- Do not send original identity documents by mail. These can only be used if you submit your identity documents in person.
- The Registry does not accept identity documents sent via fax or email.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

Applying from outside Victoria?

If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

Applying from outside Australia?

If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

If you are unable to meet these requirements please contact the Registry via www.bdm.vic.gov.au or on 1300 369 367.

Credit Card Payment Slip

Card type Visa MasterCard Amex

Total \$.

Name on card

Card number

Expiry date /

Signature of cardholder



If applying by mail, attach proof of identity, supporting documents and payment here.

PART SIX – Lodgement

PAGE 4

Submit your form, payment, proof of identity (if required) and any supporting documents:

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 5220, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Selected Justice Service Centres (JSCs).
Ground floor, 595 Collins St, Melbourne To find your nearest JSC go to www.bdm.vic.gov.au/jsc
(8.30am – 4.30pm, Monday to Friday, except public holidays)

Checklist

- I have supplied all three proof of identity documents (unless applying for a historical certificate or an uncertified image).
- I have stated the reason I require the certificate at Q.9.
- I have signed the declaration at Part Five.

If applying by mail:

- I have had photocopies of my proof of identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

If the deceased is not my next of kin:

- I have supplied the required three proof of identity documents both for myself and the person who authorised me to apply for the certificate, as specified in Q.23.2.
- I have attached the required authority and documents as specified in Q.23.2.

Privacy

In line with the *Information Privacy Act 2000*, the Registry is collecting information in this form to determine your eligibility to obtain the requested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at www.bdm.vic.gov.au

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages.

Victorian Registry of Births, Deaths and Marriages

General enquiries 1300 369 367

(8.30am – 4.30pm, Monday-Friday, except public holidays)

Website www.bdm.vic.gov.au



Department of
Justice



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Births
Deaths
Marriages

VICTORIA