

# BIRTH, DEATH OR MARRIAGE CERTIFICATE APPLICATION FORM

Registry of Births, Deaths & Marriages, PO Box 7720 Cloisters Square, Perth 6850



Effective 1 July 2007 – Subject to change without further notice.

- BIRTH CERTIFICATE** **\$42.00**  
 **DEATH CERTIFICATE** **\$42.00** (See Page 2 for application processing times)  
 **MARRIAGE CERTIFICATE** **\$42.00**

- URGENT CERTIFICATE** **\$33.00** (in addition to above certificate fee)  
(Not Payable for Births from 1974 onwards OR Deaths & Marriages from 1984 onwards when lodged in person at the Perth Registry  
OR Online Regional Courthouses (see Locations on [www.bdm.wa.gov.au](http://www.bdm.wa.gov.au))

# The identification documents provided with this application may be checked with the issuing agency for authenticity

**ID Requirements**  
Photocopies of your ID are required with your application. See Identification Requirements on attached instruction page.

**Access Policy**  
For certificate eligibility see "Who Can Apply" on [www.bdm.wa.gov.au](http://www.bdm.wa.gov.au).

## APPLICANT'S DETAILS

PLEASE SEE PAGE 2 FOR FURTHER INSTRUCTIONS

Applicant's name			
Postal address			Postcode
Reason document required		How are you related to this person?	
Signature		Daytime telephone number	
Enclosed is a cheque/money order* for \$ _____ <b>OR</b> Debit my MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/> for \$ _____			
* Your cheque or money order should be made payable to the "Registrar of Births, Deaths and Marriages"			
Card No.	_____	Expiry Date	___ / ___
Name of cardholder		Signature of cardholder	

## BIRTH

Surname at birth		Given name(s)	
Any other surname used			Male <input type="checkbox"/> OR Female <input type="checkbox"/>
Date of birth	Day / Month / Year	Present age	
Place of birth (Suburb/Town/City)		Registration No. (If known)	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

## DEATH

Surname		Given name(s)	
Date of death	Day / Month / Year	Name of spouse	
Place of death (Suburb/Town/City)		Registration No. (If known)	
Father's name	Surname	Given name(s)	
Mother's name	Maiden surname	Given name(s)	

## MARRIAGE

Bridegroom's Name	Surname	Given name(s)	
Bride's name	Surname at time of marriage	Given name(s)	
Date of marriage	Day / Month / Year		
Place of marriage (Suburb/Town/City)		Registration No. (If known)	

**HOW TO APPLY**

**POST** the completed form to:  
 Registry of Births, Deaths & Marriages  
 PO Box 7720 Cloisters Square, PERTH WA 6850  
**ABN: 70 598 519 443**

**OR**

**BRING** the completed form to:  
 Registry of Births, Deaths & Marriages  
 Level 10, 141 St Georges Terrace Perth  
 between 8.30 am and 4.30 pm, Monday to Friday

**or to** Regional Courthouses  
 (see Locations at [www.bdm.wa.gov.au](http://www.bdm.wa.gov.au))

**Note: Faxed applications will not be accepted**

**IDENTIFICATION REQUIREMENTS**

# Dependent on age of certificate – see next column

When applying for a certificate, you must provide:

- One form of current identification from list 1; **OR**
- Two forms of current identification from list 2; **OR**
- Three forms of current identification from list 3 **plus**  
 one form of current identification from list 2.

If applying in person, original documents must be provided.

When applying by post, please send clear photocopies of your identification documents with your application.

**List 1**

Australian driver’s licence (with photo)  
 Australian firearm’s licence (with photo)  
 Australian passport  
 Defence force or police service photo identity card  
 Department of Immigration and Multicultural Affairs (DIMA)  
 certificate of evidence of residence status (with photo)

**List 2**

Australian driver’s licence without photo  
 Centrelink or Department of Veterans’ Affairs card  
 Citizenship certificate  
 Credit or debit card  
 Current overseas passport with current Australian entry permit  
 DIMA immigration papers  
 Health Care card  
 Medicare card  
 Proof of age card  
 Security guard/crowd control licence  
 Student card  
 Taxation assessment notice  
 Tertiary education student ID card

**List 3**

Bank statement with current residential address  
 Educational certificate/school report  
 Electricity account with current residential address  
 Gas account with current residential address  
 Motor vehicle registration  
 Shire/water rates  
 Telephone account with current residential address  
 Trade certificate

**WHO CAN APPLY FOR A CERTIFICATE \***

**Birth** certificates are available to the registered person 16 yrs of age and over or a parent named in the birth certificate.

**Death** certificates are available to the spouse (including defacto partner), parents or children. (Evidence of relationship is required in all cases)

**Marriage** certificates are available to the bride or groom.

*\* Access conditions also apply for other applicant types. For specific requirements see [www.bdm.wa.gov.au](http://www.bdm.wa.gov.au) within Births, Deaths & Marriages and “Who Can Apply?”*

If the certificate relates to a person other than yourself and you do not qualify under the Registry’s Certificate Access Policy, you must provide the written consent or authority from a person entitled to the certificate **and** you must also provide identification for yourself and the person for whom you are acting.

**Privacy Considerations and Personal Records**

Certificates held by the Registry contain sensitive and personal information. However the Registry allows unrestricted access for the issue of certificates of:-

- Births** which occurred more than 75 years ago;
- Deaths** which occurred more than 25 years ago;
- Marriages** which occurred more than 60 years ago.

# In recognition of the fact that fraudulent use of certificates reduces with the age of the record, identification requirements for the above unrestricted certificates will not be required.

**CERTIFICATE APPLICATION PROCESSING TIME**

- (i) **Non-urgent** – Please allow up to 5 working days plus postal delivery time
- (ii) **Urgent** – Processed within 24 hours of receipt plus postal delivery time (see below)

**FEES** (No GST is payable on these certificates)

**Certificate** (Birth, Death or Marriage).....\$42.00

**Urgent Fee**

*Not payable for births from 1974 onwards or deaths & marriages from 1984 onwards when lodged in person at Perth Registry Office or online courthouses.....\$ 33.00*

**Reduced Certificate Fee** (Birth, Death or Marriage)

*If event is more than 75 years old **AND** the registration number & district are provided.....\$30.00*

**FURTHER INFORMATION**

For further information, please call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday or visit our website at [www.bdm.wa.gov.au](http://www.bdm.wa.gov.au)