

BIRTH, DEATH OR MARRIAGE CERTIFICATE APPLICATION FORM

Registry of Births, Deaths & Marriages 141 St Georges Tce, Perth or PO Box 7720 Cloisters Square, Perth 6850



Government of Western Australia
Department of the Attorney General

PLEASE SEE PAGE 2 FOR INSTRUCTIONS

ABN: 70 598 519 443

(IF REGISTRATION NUMBER & DISTRICT IS PROVIDED FOR REGISTRATIONS AT LEAST 75 YRS OLD,

A REDUCED FEE OF \$31 APPLIES)

Effective 1 July 2009 – Subject to change without further notice.

- BIRTH CERTIFICATE** **\$44.00**
- DEATH CERTIFICATE** **\$44.00** (See Page 2 for application processing times)
- MARRIAGE CERTIFICATE** **\$44.00**
- URGENT CERTIFICATE** **\$34.00** (in addition to above certificate fee)
(NOT PAYABLE FOR COMPUTER ERA CERTIFICATES (for eligibility see How to Apply at Perth Registry or Other Locations webpage)
WHEN LODGED IN PERSON AT THE PERTH REGISTRY OFFICE or ONLINE REGIONAL COURTHOUSES (see Locations webpage).

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 RBDM website.

APPLICANT'S DETAILS (please see attached information sheet for access conditions and identification requirements)

Applicant's name			
Postal address			Postcode
Reason document required		How are you related to this person?	
Signature		Daytime telephone number	

PAYMENT DETAILS

Enclosed is a cheque/money order* for \$ _____ OR 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	

Please print clearly

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 in WA 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 / /	Age at death	
Any other surname used		Name of spouse	
Place of death in WA 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)
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Bride's name	Surname at time of marriage		Given name(s)		
Date of marriage	Day	Month	Year		
Place of marriage in WA <i>Suburb/Town/City</i>			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

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 webpage)

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
 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 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.dotag.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.

MAILED 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

FEES (No GST is payable on these certificates)

CERTIFICATE (Birth, Death or Marriage).....\$44.00

REDUCED CERTIFICATE FEE (Birth, Death or Marriage)

If event is more than 75 years old AND the registration number & district provided..... \$31.00

URGENT FEE

Not payable for computer era certificates when lodged in person at Perth Registry Office or online courthouses \$34.00

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.dotag.wa.gov.au.