

## Certificate entitlement

This application form can only be used if the birth occurred in NSW.

If you are the person to be named on the certificate, or a parent of the person to be named on the certificate, the birth certificate can be issued to you.

If you **DO** meet the above criteria, you must provide the following:

1. Three (3) copies of your own identification (see below).

If you **DO NOT** meet the above criteria, you must provide the following:

1. A letter giving permission from the person named on the certificate or their parent. Please include their address, daytime telephone number and signature.
2. Three (3) copies of identification from the person giving permission (see below).
3. Three (3) copies of your own identification (see below).

## Identification

To protect your privacy, the Registry requires proof of your identity.

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.

All documents, except foreign passports, must be current. Photocopies are accepted.

Category 1	Category 3
<b>If born in Australia:</b> <ul style="list-style-type: none"><li>• An Australian Birth Certificate</li></ul> <b>Record of immigration status:</b> <ul style="list-style-type: none"><li>• Citizenship Certificate</li><li>• New Zealand Citizenship Certificate together with passport</li><li>• New Zealand Birth Certificate</li></ul>	<ul style="list-style-type: none"><li>• Medicare Card</li><li>• Credit or Debit Card</li><li>• Centrelink or Department of Veterans Affairs Card</li><li>• Security Guard/Crowd Control Licence</li><li>• Tertiary Education Institution ID Card</li></ul>
Category 2	Category 4
<ul style="list-style-type: none"><li>• Australian Driver's Licence</li><li>• Australian Passport</li><li>• Firearms Licence</li><li>• Foreign Passport</li></ul>	<ul style="list-style-type: none"><li>• Recent utility account with current residential address</li><li>• Bank statement with current residential address</li></ul>

## Commemorative certificates

Capture the joy and excitement of a new birth or celebrate a birth from many years ago with a special Commemorative Birth Certificate.

With each order for a Commemorative Birth Certificate package, you will receive a Standard Birth Certificate that you can use for official purposes. Multiple Commemoratives can be purchased for an additional \$14.00 per certificate.



Harbour



Boaties



Nursery



Gum Blossom



Handprint Blue  
(also available in pink)



Feet (also available displaying no parents' details)

Commemorative certificates come in a framing size of 210mm x 297mm (A4). They are beautifully presented, wrapped in tissue paper and packed in a protective cylinder.

You can order your certificate by fax on (02) 9699 5120, by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

- 35 Regent Street, Chippendale NSW 2008
- 95 Tudor Street, Hamilton NSW 2303
- 2/74 Kembra Street, Wollongong NSW 2500

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

### Guarantee of our service

- Urgent applications lodged in person at the Registry before 3.00pm are ready for collection in one hour. (A charge for urgent applications applies.)
- Non-urgent applications lodged in person at the Registry before 3.00pm can be collected the next working day.
- Urgent mail/fax applications will be sent by registered post the next working day after they are received and will incur an additional postage and handling fee.
- Non-urgent mail/fax applications are sent by registered post three (3) working days after they are received and will incur an additional postage and handling fee.

07/07

# Application for a Birth Certificate



Attorney General's  
Department of NSW

NSW Registry of Births Deaths & Marriages

LIFE...RECORDED

# Application for a Birth Certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

**Commemorative Certificate Package** (Includes a standard certificate. Specify design e.g. Gum Blossom: 2)  Urgent  Non-urgent

Harbour (Qty) \_\_\_\_\_  Booties (Qty) \_\_\_\_\_  Handprint:  Blue (Qty) \_\_\_\_\_  Pink (Qty) \_\_\_\_\_

Gum Blossom (Qty) \_\_\_\_\_  Nursery (Qty) \_\_\_\_\_  Feet:  with parents details (Qty) \_\_\_\_\_  no parents details (Qty) \_\_\_\_\_

**Standard Certificate** (Qty) \_\_\_\_\_  Urgent  Non-urgent  International Express Post

Your certificate will be mailed to you if your application was received by post or fax and is charged a postage and handling fee. See separate "Fees for Products and Services" Flyer.

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.

**APPLICANT'S DETAILS** (details of person completing this form). Please provide at least three (3) copies of identification with your application.

Family Name

Given Names

Street Address

Suburb  State  Postcode

Postal Address (if different from street address)

Suburb  State  Postcode

Your Relationship to the Person Registered (e.g. self, daughter)

Reason Certificate is Required (e.g. passport, school)

Signature of Applicant  Home Phone Number (  )

Contact Phone Number (  )

## DETAILS OF BIRTH REQUIRED

Family Name at Birth

Given Names

Date of Birth\*  /  /  Present Age

\* If Date Unknown, Period to be Searched - From  To  (Note, each extra 10 year search or part thereof incurs a cost)

Place of Birth (Town/City)

State

Father's Full Name

Mother's Full Name (Before Marriage)

**PAYMENT DETAILS** (complete this section for mail or fax applications only). For schedule of fees, see Fees for Product and Services flyer.

Enclosed is a Cheque\*/ Money Order for \$  OR Please Debit my: AMEX  MasterCard  Visa  \$  (Cheques should be made payable to the 'NSW Registry of Births Deaths & Marriages')

Card Number

Name of Cardholder  Expiry Date

Signature of Cardholder

\*Personal/company cheques are not accepted for urgent applications.