



Birth certificate application form

(Western Australia only)

| | | |
|---|----------------|--|
| <input type="checkbox"/> Birth certificate | \$55.00 | includes regular post |
| <input type="checkbox"/> Priority fee | \$42.00 | payable in addition to certificate fee and includes express post |
| <input type="checkbox"/> Birth certificate (reduced fee) | \$36.00 | for births more than 75 years old |

Birth details required

Please print clearly

☐ **Tax receipt required**

| | | | |
|---------------------------|---------------|-----------------------|----------------|
| Surname | | | |
| Given name(s) | | | |
| Date of birth | / / | Place of birth | |
| Parent's full name | Given name(s) | Surname | Maiden surname |
| Parent's full name | Given name(s) | Surname | Maiden surname |

Applicant's details

| | | | |
|--|--|------------------------|----------|
| Full name | | | |
| Postal address | | | |
| | Suburb | State | Postcode |
| Relationship to the person named on the certificate | e.g. self, parent | Contact number: | |
| | | Email address: | |
| Reason required | <input type="checkbox"/> Passport <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Centrelink <input type="checkbox"/> Lost <input type="checkbox"/> Bank requirements <input type="checkbox"/> Legal <input type="checkbox"/> Marriage <input type="checkbox"/> Family history Other..... | | |

Declaration: I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

| | |
|--------------------------------|------------------|
| Signature of applicant: | Date: / / |
|--------------------------------|------------------|

Office use only

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|--|
| LIST 1: Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Photo/age card <input type="checkbox"/> Citizenship cert <input type="checkbox"/> Learner's permit <input type="checkbox"/> ID Ref:Other..... |
| LIST 2 : Birth cert (Aust) <input type="checkbox"/> Cr/debit card <input type="checkbox"/> Health <input type="checkbox"/> Medicare <input type="checkbox"/> Centrelink <input type="checkbox"/> Student card <input type="checkbox"/> ID Ref:Other..... |
| LIST 3 (current address): Bank statement <input type="checkbox"/> Rates notice <input type="checkbox"/> Motor vehicle rego <input type="checkbox"/> Utility account <input type="checkbox"/> ID Ref:Other..... |
| Letter of Authority <input type="checkbox"/> Other <input type="checkbox"/>Initial ID sighted..... |

Processing times for certificate applications

Standard - Allow up to 2 working days plus regular postal delivery time.

Priority - Processed within 24 hours of receipt plus express postal delivery time.

If required, enclose a self-addressed Registered or Express Post envelope.

Submitting your application

By post

Complete this form and attach clear and legible copies of your identification. Post the form to:

**Registry of Births Deaths and Marriages
PO Box 7720 Cloisters Square
Perth WA 6850**

In person

Complete this form and lodge it with your, **original** proof of identification and payment to:

Registry of Births Deaths & Marriages
Level 10/141 St Georges Terrace Perth between
9.00 am - 4.00 pm Monday to Friday

Or take the completed form with your **original** proof of identification and lodge it at your nearest metropolitan or regional courthouse.

Privacy considerations and personal records

Certificates held by the Registry contain sensitive and personal information. The Registry allows unrestricted access for birth certificates which occurred more than 100 years ago.

Any documents provided with the application may have their authenticity verified through an approved online verification service.

Who can apply for a certificate

Birth certificates are available to the registered person (16 years of age or over) or a parent named in the birth certificate.

If 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.

Information regarding the Registry's Certificate Access policy is located on our website at www.justice.wa.gov.au/bdm or telephone the Registry on **1300 305 021**.

Payment details **If applying for multiple certificates only complete payment details on ONE form.**

Applicant's Full Name:

Enclosed is a cheque/money order for \$ **OR** debit my MasterCard ☐ or Visa ☐ for \$

Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages

Card No

Expiry

Cardholder
name:

Signature:

Identification requirements

To confirm your identity, you must provide:

- You **must** provide at least **three (3)** forms of identification:
 - one document from each List (1, 2 **and** 3). At least one containing a photograph
 - one from List 1 and two from List 2. At least one containing a photograph
 - two from List 2 and one from List 3. At least one containing a signature.
- All forms of identification **must** be **current**
- Documents from List 3 **must** show your **current residential address**
- Bank statements, utility accounts or rates notices **must** have been **issued within the last six months**.

List 1 - Evidence of link between photo and signature

- ☐ **Australian driver's licence (MUST provide copy of front and back)**
- ☐ **Australian passport**
- ☐ **Australian firearm's licence**
- ☐ **Defence Force/Police Identification card**
- ☐ **Australian Citizenship Certificate** with evidence of residence status
- ☐ **WA Photo Card, Over 18 or Proof of Age Card**
- ☐ **Australian learner driver's permit card**

List 2 - Evidence of operating in the community

- ☐ **Debit or Credit card** (one or the other, not both) issued by a financial institution
- ☐ **Document of Identity** issued by the Passport Office
- ☐ **Entitlement card** issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- ☐ **Full Birth certificate** issued in Australia (birth extracts not accepted)
- ☐ **Medicare card**
- ☐ **Naturalisation, Citizenship or Immigration papers** issued by the Department of Home Affairs
- ☐ **Overseas passport** with current Australian Entry Permit
- ☐ **Security guard or Crowd Control Licence** (Australian)
- ☐ **Student Identity Document or Statement of Enrolment** issued by an educational institution, including Tertiary (should include photo and/or signature)
- ☐ **Working With Children Check card**

List 3 – Evidence of current residential address

- ☐ **Driver's licence renewal notice**
- ☐ **Financial institution statement** less than six (6) months old
- ☐ **Motor vehicle registration**
- ☐ **Property lease or tenancy agreement**
- ☐ **Shire/water rates notice**
- ☐ **School or other educational report or certificate** less than twelve (12) months old
- ☐ **Utility account** less than six (6) months old (gas, electricity, home phone, etc)

For further information, visit our website at www.justice.wa.gov.au/bdm or call **1300 305 021** between 9.00am and 4.00pm Monday to Friday.