



## Registry of Births Deaths and Marriages Western Australia

**If applying for a certificate on behalf of another person, the following must be provided:**

- a letter giving permission from the person named on the certificate, or if deceased, the appropriate authorised person (as stated in the Registry's Certificate Access Policy)
- identification for applicant (see page 2 for identification requirements)
- identification of the person who is entitled to the document (see page 2 for identification requirements as stated in the Registry's Certificate Access Policy).

The Western Australian Registry of Births Deaths and Marriages Certificate Access Policy and fees can be viewed at [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm)

### Letter of authority from authorised person

Print clearly in block letters

I, \_\_\_\_\_  
(insert name of person named on the certificate, or if deceased, the appropriate authorised person)

of \_\_\_\_\_  
(insert full residential address of abovenamed person)

hereby authorise \_\_\_\_\_  
(insert full name of person you are authorising to apply for the certificate)

who is \_\_\_\_\_  
(insert relationship of authorised person to the person named in the certificate)

to apply for \_\_\_\_\_  
(insert type of certificate required e.g. Birth, Death, Marriage, Change of Name)

Signed: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Signature of person named in certificate, or if deceased, appropriate authorised person)

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Office use only:

Service request no. \_\_\_\_ / \_\_\_\_

Approved identification provided? Y or N

## Identification requirements

To confirm your identity:

- 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](http://www.justice.wa.gov.au/bdm) or call **1300 305 021** between 9.00am and 4.00pm Monday to Friday.