



Application to correct a Western Australian certificate

Certificate to be corrected: ☐ Birth ☐ Death ☐ Marriage

Applicant's details

Please print clearly

☐ Tax receipt required

Name			
Address			
Suburb/State	Postcode		
Postal address (if different to above)	Postcode		
Email			
Relationship to the person named on the certificate	eg self parent	Contact number	
		Delivery	Post <input type="checkbox"/> Collect <input type="checkbox"/>

Certificate details

Name of recorded person/s			
Date of event		Registration number	

Existing information on certificate requiring correction (attach certificate)

Correct information to replace existing information

What evidence is supplied to support the correction? (attach evidence)

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	
Service Request No: _____ / _____ Officer's name: _____	
Error type: Informant <input type="checkbox"/> RBDM <input type="checkbox"/> Other <input type="checkbox"/> Registration Type: Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/>	
Certificate to be issued? Y / N Commemorative certificate to be issued? Y / N	
Authorised by _____ Date _____ / _____ / 20_____	

Information on correcting a Western Australian certificate

This form should be used to correct information in a register held by the Western Australian Registry of Births, Deaths and Marriages.

If you want to correct the details on a birth, death or marriage certificate, the changes may include:

- Adding information that may not have been known at the time of registration
- Correcting a spelling mistake on the certificate
- Modifying information that was incorrectly supplied or omitted.

Any request to correct information must normally be supported by documentary evidence confirming the correct details.

Birth register - Applications to correct an entry in the register generally can only be made by the parties recorded on the certificate. To correct the registration if the person is under the age of 18 years, either parent named in the registration can make the application for amendment.

Death register - Applications to correct an entry in the register can only be made by the parties listed on the certificate, the person who provided the particulars at the time of death or the Funeral Director.

Marriage register - Applications to correct an entry in the register can only be made by the parties of the marriage.

Processing times - Allow up to ten (10) working days plus regular postal delivery time. If required, enclose a self-addressed Registered or Express Post envelope.

Fees

A fee is payable to correct a birth, death or marriage record that was produced as a result of incorrect or incomplete information being provided to the Registry and includes the issue of a replacement certificate.

Information regarding current fees is located on our website at www.justice.wa.gov.au/bdm.

If an error was made by the Registry, no fee is payable and a replacement certificate will be issued upon return of the incorrect certificate.

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

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 <input type="checkbox"/> or Visa <input type="checkbox"/> for \$	
Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages			
Card No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Cardholder name:		Signature:	

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 or call **1300 305 021** between 9.00am and 4.00pm Monday to Friday.