



## Application for a copy of Western Australian registration document

### THIS IS NOT AN APPLICATION FOR A WESTERN AUSTRALIAN CERTIFICATE

This application is for a **copy of a Western Australian registration document (the document)**, that was used only for the purpose of creating a formal registration in the Western Australian Register of Births, Deaths and Marriages. The document is not certified and cannot be used for any official purpose. The document will be provided on plain paper. A separate application is required for an official certified Western Australian Certificate. See **Disclaimer** on page 2.

### Birth details required

Please print clearly

Tax receipt required

<b>Surname</b>			
<b>Given name(s)</b>			
<b>Date of birth</b>	/ /	<b>Place of birth</b>	
<b>Parent 1 full name</b>	Given name(s)	Surname	Maiden surname
<b>Parent 2 full name</b>	Given name(s)	Surname	Maiden surname

### Applicant's details

<b>Full name</b>			
<b>Postal address</b>			
	Suburb	State	Postcode
<b>Relationship to the person named on the certificate</b>	eg self, parent	<b>Contact number:</b>	
		<b>Email address:</b>	
<b>Reason required</b> must be provided			

**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.

<b>Signature of applicant:</b>	<b>Date:</b> / /
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### Office use only

<b>LIST 1:</b> 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.....
<b>LIST 2 :</b> 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.....
<b>LIST 3 (current address):</b> 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.....

## Disclaimer

A copy of the document is issued for a reduced fee and cannot be used for official purposes eg. proof of identity.

Due to the age of the records, image quality cannot be guaranteed.

Any additional applications will incur a separate fee.

## Fees

Application for a copy of Western Australia registration document..... \$48.00

No GST is payable on this copy. Fee includes regular postal delivery, is non-refundable and cannot be transferred to another application. Any new applications with incur an additional fee.

## Processing times

Please allow up to 20 working days plus regular postal delivery time

## 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

## Further information

For further information, please 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.

## Payment details

### 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

When applying for a copy of the document, evidence of your identity must be provided.

- 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 (6) 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)

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