

Processing times for mailed certificate applications

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

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

Identification and access

No identification is required and no access conditions apply for a:

Birth that occurred more than 100 years ago

Death that occurred more than 30 years ago

Marriage that occurred more than 75 years ago

Access conditions and proof of identity will be applied to searches of events which do not fall within the **Open Era** period. 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**.

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
9.00 am - 4.00 pm Monday to Friday

Further information

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

Other information

A separate Birth, Death or Marriage Certificate application form along with payment of the \$55 fee must be submitted to obtain the certificate for the event being searched.

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)

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