

General information

You are entitled to access the original forms of information or registration statement held by the NSW Registry of Births Deaths & Marriages in relation to any of your own events registered in NSW.

Entitlement

Use this form to apply for a copy of the documents related to an event registered by the NSW Registry of Births Deaths & Marriages. This can include a copy of the original birth registration statements, notices of intended marriage or any other form used to register an event in NSW. The Registry will assess entitlement on receipt of application and may request additional documents.

Your right to privacy

Privacy

Information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. The Registry may grant access to the other Registries and certain government and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to process this application. The Registry retains all the documents by scanning them to the system and destroys all the paper copies.

Disclosure of information

By completing this application form, you consent to the release of information provided by you, to the agencies, which may validate information in support of your application.

It is extremely important that all your identity documents are current, accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online National Document Verification Service (DVS).

For more information, please see the policy **Your Right to Privacy** on our website.

Options to lodge

By post

Please attach clear photocopies of your identification. Do not mail originals.

- NSW Registry of Births Deaths & Marriages
GPO Box 30, Sydney NSW 2001

In person

Provide original identification.

NSW Registry of Births Deaths & Marriages

Monday to Friday: 8:00am – 4:30pm

- 35 Regent Street Chippendale NSW 2008
- 160 Marsden Street Parramatta NSW 2150

Service NSW Service Centre

- www.service.nsw.gov.au

Contacting us

NRS: 1300 555 727 (Speech/hearing impaired)

TIS: 131 450 (Translating/interpreting service)

Email: bdm-webmail@justice.nsw.gov.au

Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

www.bdm.nsw.gov.au

ID requirements

- You **MUST** provide proof of identity. You must provide three forms of identification, one of each from categories 1, 2 and 3. If you are unable to provide identification from category 1, you must still provide at least three forms of identification. At least two of these must be from category 3.
- All identification must be current (not expired). Utility bills or rate notices must have been issued within the last three months.
- An accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI), must translate identity documents issued by overseas authorities into English.
- If applying in person, you must bring the original documents.
- If applying by post, you must enclose photocopies of each identity document. Do not send original documents with your application.

Category 1	Category 2
<p>If born in Australia:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An Australian birth certificate <p>If born overseas:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Zealand citizenship certificate <input type="checkbox"/> New Zealand birth certificate <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Proof of permanent residency from the Department of Immigration and Border Protection 	<ul style="list-style-type: none"> <input type="checkbox"/> Australian driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Australian firearm licence <input type="checkbox"/> Foreign passport <input type="checkbox"/> Photo Card issued by a government agency
Category 3	Category 4
<ul style="list-style-type: none"> <input type="checkbox"/> Medicare card <input type="checkbox"/> Credit or debit card <input type="checkbox"/> Centrelink card <input type="checkbox"/> Australian Department of Veteran's Affairs card <input type="checkbox"/> Australian security guard licence or crowd control licence <input type="checkbox"/> Student or tertiary identity card <input type="checkbox"/> Overseas birth certificate 	<ul style="list-style-type: none"> <input type="checkbox"/> Utility account (electricity, gas, water) <input type="checkbox"/> Rates notice <input type="checkbox"/> Centrelink concession card <input type="checkbox"/> Current tenancy or lease agreement <input type="checkbox"/> Superannuation fund statement <p><i>PO boxes and bank statements are NOT accepted.</i></p>

Request for original registration form



Registry of Births
Deaths & Marriages

Complete all details. Use **BLOCK LETTERS** and print clearly in **BLACK** or **BLUE** pen.

The Form of Information Request Fee is \$41. Please tick the box below to indicate your choice.

- Birth Registration Statement Death Registration Statement Notice of Intended Marriage
 Change of Name Relationship Registration Add parent's details to a birth Record a change of sex

Applicant's Details (details of person completing this form) **Please provide copies of at least three forms of current ID**

Family name

First given name Other given names

Address

State/Territory

Suburb/Town/City Post Code Country

Postal address
(if different from above)

State/Territory

Suburb/Town/City Post Code Country

Phone number Email Address

I certify that I understand the provisions on Identification, Privacy & Disclosure and the information I have provided is true and correct.

Applicant's signature **Date signed**

Event details required Date of event Registration No.
(if known)

Family Name
(for a marriage application, partner one's name)

Given names

For marriage application
Partner two's full name

Place of event (Town/City)

Payment Details (Complete the section for mail applications only)

For schedule of fees, see Fees for Product and Services flyer

* Cheques payable to the *NSW Registry of Births Deaths & Marriages*

Total Amount Please debit my AMEX Mastercard Visa OR Cheque*/money order

Card number

Name of cardholder Expiry date

Signature* of cardholder

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa