

## The Registry of Births, Deaths and Marriages Victoria

# Application for a Victorian original registration document

### PART ONE: Your details

#### Name

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

Date of birth (DD/MM/YYYY)

#### Home address

Street no. and name

Suburb/town

State

Postcode

Country

#### Mailing address (if different to above)

Street no. and name

Suburb/town

State

Postcode

Country

Email address

Phone number

**What is your relationship to the person on the registration?**

- Self
- Parent
- Other – Please specify (e.g. spouse, domestic partner, person in my care)

**Reason original registration document is required** (e.g. passport, driver licence, school enrolment)

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## **PART TWO: Details of person on the registration document**

### **Name**

Family name (surname) at birth

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

### **Birth details**

Date of birth (DD/MM/YYYY)

Or if unsure, please estimate date of birth (from DD/MM/YYYY to DD/MM/YYYY)

to

### **Place of birth**

Suburb/town

State

Registration number (if known)

### **Parents' details**

Mother's family name (surname) at birth

Mother's family name (surname)

Mother's given name (first name)

Mother's other given name(s) (middle name)

Father or parent's family name (surname) at birth

Father or parent's family name  
(surname)

Father or parent's given name  
(first name)

Father or parent's other given  
name(s) (middle name)

### **PART THREE: Proof of identity**

- You must provide proof of your identity if the birth registration occurred within the last 100 years.
- For further information about access to records, refer to [bdm.vic.gov.au](http://bdm.vic.gov.au).

**Whose registration are you  
applying for?**

- My own registration documents or the birth registration of my child who is under 18 years of age.

**You must submit:**

- your own identity documents.

- The registration document of someone else who is 18 years of age or over.

**You must submit:**

- a) identity documents of your own
- b) a permission (known as third party authority) from the person named on the registration document (or their next of kin if the person is deceased) which authorises you to access their record. The permission must include the person's full name, address, telephone number and signature; or a letter which establishes your power of attorney; and
- c) identity documents of the person named on the registration document (unless you have power of attorney).

Note: If you are applying for the registration documents of someone who is under 18 and not your child, please contact the Registry for proof of identity requirements.

**You must provide either:**

- 2 documents from **List 1** below

OR

- any 3 documents from the lists below. Each document must be from a **different** list. All documents must be current.

List 1	List 2	List 3	List 4
<ul style="list-style-type: none"> <li>• Australian driver licence or learner permit</li> <li>• Australian passport</li> <li>• ImmiCard (immigration card)</li> </ul>	<ul style="list-style-type: none"> <li>• Firearms licence</li> <li>• Foreign passport</li> <li>• Security guard / Crowd Control licence</li> <li>• Tertiary education institution ID Card (with photo)</li> <li>• Working with Children Check card</li> </ul>	<ul style="list-style-type: none"> <li>• Australian birth certificate</li> <li>• Change of name certificate issued in a state of Australia</li> <li>• Australian citizenship certificate</li> <li>• Australian marriage certificate</li> <li>• Medicare card</li> <li>• Visa verification (printed visa status from VEVO)</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statement (passbook, credit, savings or cheque account)</li> <li>• Centrelink card (Pension Concession, Health Care or Commonwealth Seniors Health Card)</li> <li>• Department of Veterans Affairs Card</li> </ul> <p>Documents issued <b>within the last 12 months:</b></p> <ul style="list-style-type: none"> <li>• Utility account (e.g. gas, water, electricity, mobile or home phone)</li> <li>• Lease agreements</li> <li>• Rates notice</li> <li>• Superannuation fund statement</li> </ul>

## PART FOUR: Certifying and submitting your documents

When you need to provide copies of documents, you must get them certified. This proves they are true copies of the original.

To certify documents, take both the original documents and a photocopy to someone authorised to certify the copies. This includes legal practitioners, pharmacists, teachers, medical practitioners and Justices of the Peace.

For a full list of authorised certifiers, see [justice.vic.gov.au/certifiedcopies](http://justice.vic.gov.au/certifiedcopies).

You can also take your original document to a Justice Service Centre for certification.

For locations, visit [justice.vic.gov.au/service-locations](http://justice.vic.gov.au/service-locations).

If you are interstate, any authorised witness or Justice of the Peace can certify documents.

You must mail current and certified copies of each identity document.

- The Registry only accepts current (not expired) and certified copies of documents by mail.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

### Applying from outside Australia?

If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

### Translated Documents

When your documents are not in English, you must also attach a certified translation.

The translator must be accredited by the National Accreditation Authority for Translators and Interpreters.

If you are unable to meet these requirements, please contact the Registry via [bdm.vic.gov.au](http://bdm.vic.gov.au).

## PART FIVE: Registration document payment

I wish to order the following:

Product	Cost	Subtotal
Victorian original registration document	\$95.30	\$
Postage (see postage fees table)		\$

Postage fees – select one postage method ✓		
<b>Australia</b>		
Express post (domestic)		\$10.00
<b>Outside Australia</b>		
Express post international		\$54.10

Prices are subject to change. See fees at [bdm.vic.gov.au/fees](http://bdm.vic.gov.au/fees).

### How do you wish to pay?

- Mastercard
- Visa
- Money order
- Cheque

Make cheques and money orders payable to the Registry of Births, Deaths and Marriages Victoria.

### Credit card details

Total (including postage)  
(\$AUD)

Card number

Expiry date (MM/YYYY)

Name on card

Signature of cardholder

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## PART SIX: Statement

**I certify that I have read and understood the statement below:**

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date (DD/MM/YYYY)

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## PART SEVEN: Lodgement

Submit your form, payment, proof of identity and any supporting documents:

### By mail, to:

The Registry of Births, Deaths and Marriages Victoria  
GPO Box 4332, Melbourne VIC 3001

### Checklist

- I have stated the reason I require the registration document in PART ONE
- I have supplied identity documents as stated in PART THREE
- I have had photocopies of my proof of identity documents certified as specified in PART FOUR
- I have included payment or completed the credit card payment section in PART FIVE
- I have signed the statement in PART SIX

### **If applying for a registration document of someone else (other than your child who is under 18 years of age):**

- I have supplied the required proof of identity documents both for myself and the person whose registration document I am applying for, as specified in PART ONE
- I have supplied the required authority and documents as specified in PART THREE

### Privacy and disclosure of information

The information required on this form is collected, used and stored in compliance with the Births, Deaths and Marriages Registration Act 1996 and relevant State and Commonwealth privacy legislation. Access to the information may be granted to government and non-government agencies consistent with the Registry's Access Policy and as provided for by law.

Further information about privacy, disclosure of data and how to access or correct a record is available at [bdm.vic.gov.au](http://bdm.vic.gov.au).

### The Registry of Births, Deaths and Marriages Victoria

[bdm.vic.gov.au](http://bdm.vic.gov.au)

Application enquiries: [bdmapplicationmanagement@justice.vic.gov.au](mailto:bdmapplicationmanagement@justice.vic.gov.au)

Contact us: [bdm.vic.gov.au](http://bdm.vic.gov.au)