



ACT GOVERNMENT

Births, Deaths and Marriages Registration Act 1997

Registrar-General's Office

APPLICATION FOR A CERTIFICATE

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))

PRIVACY NOTES

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form in processing your application. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'wlth)*. However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have the legal authority to request information under prescribed circumstances.

GENERAL INFORMATION

This form can be used to apply for a birth, death, marriage or change of name certificate for events that have occurred and are registered in the Australian Capital Territory only. Single status and parentage searches can be also be applied for using this form. If you are unable to comply with the stated requirements, you will need to contact this office for further assistance.

COMMITMENT TO SERVICE

For those applications received through the post, we commit to fulfilling your request for a certificate within three working days of receiving your application, providing we have enough information and evidence to establish your entitlement to the certificate. If your application does not meet our proof of identity requirements we may need you to reapply and provide additional identification and/or more information, either by post or by attending our office.

REGISTERED PERSON TO PERSON POSTAGE

If you are not applying in person at our office, the certificate will be sent to you by registered person to person post. As a result you will need to produce appropriate identification at the post office in order to collect the certificate. Without that identification Australia Post will not allow you to collect the certificate.

FEES CURRENT TO 30 JUNE 2007

The standard birth certificate fee is \$34.00. The commemorative package fee (which includes a standard birth certificate and a commemorative certificate) is \$48.00. If delivered by mail the certificate must be sent by secure registered person to person post and an additional \$5.00 fee is payable. If the certificate is to be sent by overseas mail, a \$16.00 international registered post fee will apply. Payment can be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

CONTACT DETAILS

The Registrar-General's Office is located at 255 Canberra Avenue, Fyshwick ACT 2609. Our postal address is PO Box 225, Civic Square ACT 2608. Our office hours are 8:30am to 4:30pm Monday to Friday. You may also download forms and information from our website at www.rgo.act.gov.au or contact this office on (02) 6207 0460.

Telephone Interpreter Services

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjuna t'interpretu, ċempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodnioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

TRANSLATING AND INTERPRETING SERVICE

131 450

Canberra and District - 24 hours a day, seven days a week



ACT GOVERNMENT
Births, Deaths and Marriages Registration Act 1997
 Registrar-General's Office

APPLICATION FOR A CERTIFICATE

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))

PART A – DETAILS OF APPLICANT

Surname		Given names	
<input type="text"/>		<input type="text"/>	
Current residential address		Postal address if different from residential	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>	Postcode	<input type="text"/>	Postcode
Daytime contact telephone number	E-mail address	Reason certificate needed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Relationship to person named on certificate		Signature	
<input type="text"/>		<input type="text"/>	

PROOF OF IDENTITY REQUIREMENTS

If you are applying for a birth, death, marriage, change of name certificate, single status or parentage search, there are particular identification requirements necessary for you to either apply for your own certificate or that of another person.

Your own certificate	<input type="checkbox"/>	You will require 3 forms of identification as described in table A.
A certificate for your child who is <u>under</u> 18	<input type="checkbox"/>	You will require 3 forms of identification as described in table A.
A certificate for your child who is <u>over</u> 18	<input type="checkbox"/>	The Privacy Commissioner has advised that a parent does not have an automatic right of access to their child's birth certificate, once the child has turned 18. As a result the Registrar-General will only permit access to the certificate where the child consents in writing. You will require 3 forms of identification as described in table A for you as the applicant, 3 forms of identification as described in table A for the child upon whose behalf you are requesting the certificate, and a letter from the child giving consent that you may apply for the certificate on their behalf.
A certificate for another person	<input type="checkbox"/>	You will require 3 forms of identification as described in table A for you as the applicant, 3 forms of identification as described in table A for the person named on the certificate, and a signed letter from the person named on the certificate giving consent that you may apply for the certificate on their behalf.
A certificate for another person where there is a legal requirement – solicitor, under power of attorney, welfare group, legal guardian	<input type="checkbox"/>	You will require 3 forms of identification as described in table A for you as the applicant and evidence of authority to obtain the certificate which may include the following: <ul style="list-style-type: none"> Registered Power of Attorney; Court Order; or, Guardianship Order.

TABLE A – IDENTIFICATION REQUIRED TO BE PROVIDED UPON APPLICATION (OFFICE USE ONLY)

3 forms of current identification must be provided upon application. At least 1 form of identification from list 1 and 2 other forms of identification from list 2. In cases where a person is unable to provide enough forms of identification please contact this office.

LIST 1	SIGHTED	NUMBER	LIST 2	SIGHTED	NUMBER
Australian Driver's Licence			Medicare Card		
Australian Passport			Credit Card or Store Account Card		
Firearms Licence			Centrelink Card		
Foreign Passport			Department of Veteran's Affairs Card		
			Security Guard Licence		
			Tertiary Education Institution Identification		

PART B – DETAILS OF THE PERSON NAMED ON THE CERTIFICATE

Standard Birth Certificate ☐ Commemorative Package ☐ Commemorative Certificate Only ☐

If applying for a commemorative package or certificate please indicate which type:

Canberra ☐ Capital ☐ Bluebell ☐ Year 2000 ☐ Clowns ☐ Blue Bunny ☐ Pink Bunny ☐ Teddy Bears ☐ Duck ☐

Surname at birth				Other surnames if any			
Given names			Date of birth	/	/	Place of birth in ACT	
Mother's/Parent's full maiden/former name							
Mother's/Parent's date of birth	/	/	Mother's/Parent's place of birth				
Father's/Parent's full maiden/former name							
Father's/Parent's date of birth	/	/	Father's/Parent's place of birth				

Death Certificate ☐

Surname of deceased				Other surnames if any			
Given names of deceased				Date of death	/	/	Age at death
Place of death in ACT							

Standard Marriage Certificate ☐ Commemorative Package ☐ Commemorative Certificate Only ☐

Groom's surname at marriage				Groom's given names			
Groom's date of birth	/	/	Groom's place of birth				
Bride's surname at marriage				Bride's given names			
Bride's date of birth	/	/	Bride's place of birth				
Date of marriage	/	/	Place of marriage in ACT				

Change of Name Certificate ☐

Parentage Search Certificate ☐

Full name at birth				Current full name			
Date of birth	/	/	Any other previous names				

Single Status Search ☐

Full name at birth				Current full name			
Date of birth	/	/	Place of birth				

PART C – PAYMENT DETAILS

If you are applying by mail and payment is by credit card please complete the details below. If you are using another person's credit card, the cardholder must also provide written consent and identification before the application will be processed.

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Card	Amount	\$
Card Number			Expiry Date
Name of Cardholder	Signature of Cardholder		