Getting started

In your browser enter: onlineforms.bdm.nsw.gov.au

You will see page at left

Suggested web browsers:
• Internet Explorer 11
• Chrome
• Safari

The online form is also tablet and mobile friendly.
Apply for a Certificate

Online applications are available for:
- Birth certificate
- Replacement Change of Name
- Death certificate
- Marriage certificate

Make your selection

You can only apply for life events registered in NSW.
The details screen opens.

Select **Yes** if you are applying for a life event registered in NSW.

If registered in another state, select **No** and you will see the link to interstate registries contact information.
Once you select **Yes**, you will see some additional fields appear on the screen.
Handy tips

If you hover your mouse over each field you will see help tips to assist you.
Mandatory fields

If you do not complete a mandatory field, you cannot progress to the next page and you will see the fields highlighted in red.

For birth certificates you must complete the following fields:

Details of registered person
- Place of Birth in NSW
- Family Name at Birth
- First Given Name
- Date of Birth

Parent One
- Current Family Name
- Family Name at Birth
- First Given Name

If you do not complete a mandatory field, you cannot progress to the next page and you will see the fields highlighted in red.
Completing the form

Complete the form on the screen. If you are unsure of the registration details enter **Unknown**.
Unsure of the date of event?

If the date of event is not known, select **No** and you can enter a date range. The Registry will search for the event within the dates requested.

Once you complete the details, click **Next**.
Applicant Details

You will then see the **Applicant Details** screen on the left.

Select your relationship to the registered person from the drop down list. If you are applying for your own certificate, select **Self**.

You must be an authorised person to apply for a certificate. If you are not the Registry will contact you to request further details or advise that your application cannot be processed.
To progress your application you must complete the mandatory fields listed below:

**Application Details**
- Relationship to Registered Person
- Reason for Certificate

**Applicant Details**
- Family Name
- First Given Name
- Email Address

**Residential Address**
- Address Line 1
- Suburb/Town/City
- State/Territory
- Postcode

**Postal Address**
- Address Line 1
- Suburb/Town/City
- State/Territory
- Postcode

If you do not complete the mandatory fields you will not be able to complete your application and you will see the fields highlighted in red.
**Applicant Details**

Complete all mandatory fields in the Applicant Details screen.

Only complete the **Other Details** section if you are applying on behalf of an organisation.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Registered Person</td>
<td>Self ▼</td>
</tr>
<tr>
<td>Reason for Certificate</td>
<td>Passport ▼</td>
</tr>
<tr>
<td>Family Name</td>
<td>Citizen</td>
</tr>
<tr>
<td>First Given Name</td>
<td>John</td>
</tr>
<tr>
<td>Other Given Name(s)</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td>0411223344</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.citizen@bmail.com">john.citizen@bmail.com</a></td>
</tr>
</tbody>
</table>

For completing an online application:

If you are applying on behalf of an organisation, please provide the details.

- **Organisation Name**
- **Organisation Reference**
Applicant Details

Complete the **Residential Address** section by entering the street address in the Quick Address Search field and select **Search**.

The address should appear in the drop down list. If it does not you can enter the address in the fields below.

If the address appears in the drop down list select it and the form will automatically populate.
Applicant Details

If the address appears in the drop down list select it and the form will automatically populate.

If you have an overseas address, select the Country and an International Address field appears.
Applicant Details

If your postal address is the same as your residential address, select Same as Residential Address. You will then see the below screen.

If your postal address differs from your residential address, enter the postal address as per previous step.
Applicant Details

Select I’m not a robot.

You will see a similar screen to bottom left. Select the images as instructed. An example is Select all images with a shop front. Then click Verify.

You will see the below screen. Select Next.
Certificate Order

You see the Certificate Order screen.

Your application is now saved. This means so you come back and complete your online form at a later time. You will see an Online Reference Number (ORN).

From the Certificate Order screen you can select the type and quantity of certificate/s you wish to apply for by selecting from the drop down list.

Once your selection has been made select Next at the bottom of the screen.
**Delivery and Payment**

You will now see the Delivery and Payment screen.

If your application is urgent select Yes for Priority. **Note:** There is an additional fee for urgent applications.

If you require your certificate to be faxed to an Australian passport office, consulate or embassy select Yes for Faxed Copy?
Delivery and Payment

**Delivery Address**

John Citizen  
123 West St  
EDEN NSW 2551  
Australia

Please note: We only ship to the address which you have provided in your application form. If you need to have it shipped to a different address, you will need to modify your application with this address in the Applicant details section.

**Order Items**

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
<th>Cost (each)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate - Ordinary</td>
<td></td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Birth - Hand Print Pink Commemorative</td>
<td></td>
<td>$24.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Registered Mail</td>
<td></td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$77.00</td>
</tr>
</tbody>
</table>

Please note: Refunds will not be granted for change of mind or if the certificate is no longer required. See the Registry's refund policy for further information.

Check to ensure the **Delivery Address** is correct.

Check to ensure your **Order Items** are correct. If all the details are correct, select **Next**.

If any of the details are incorrect you can go back and correct the details by clicking on the widget on the left.

Delivery and Payment

- Birth Details
- Applicant Details
- Certificate Order
- Delivery and Payment

Your certificate will be mailed to you. Postage and handling fees apply. Advertised processing times do not include postage time. Priority applications will be processed within 4 working days (excluding postal delivery time). Standard application will be processed within 10 working days (excluding postal delivery time). For fees and turn around times visit the Registry's website.

**Priority**

- Yes  
- No

If you require a copy of the certificate to be faxed to an Australian passport office, Australian consulate or Australian embassy please select the option and provide the requested details. Requests to fax certificates to other locations will not be actioned. Click on the link to view the list of Australian overseas missions: [http://www.dfat.gov.au/missions](http://www.dfat.gov.au/missions). Please note you must make prior arrangements with the passport office to accept a faxed copy of the certificate.

**Faxed Copy?**

- Yes  
- No

NSW Registry of Births Deaths & Marriages

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Identification

You will now see the Identification screen.

You must supply identification with your online form. Select three documents from Category 1 to Category 4 and then select Next.
Add Attachments

You will now see the Add Attachments screen.

Enter the Document Number. If unsure of which number to enter, select Where is this? and you will see the below in another screen.
Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

Document Number
1212121212

To add scans or photocopies of your identification, select Choose File. Can be JPEG, PDF or TIFF file. Maximum file size is 20MB.

Filenames must be alphanumeric with no spaces, dashes, or underscores. Example: mypassport19.jpg

Search for the file you wish to attach, select the file and then select Open.

NSW Registry of Births Deaths & Marriages

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Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

**AUSTRALIAN DRIVER'S LICENSE (CURRENT) OF THE APPLICANT**

Where is this?

Document Number

123123123

Remove Attachment: Drivers Licence.pdf

**MEDICARE CARD OF THE APPLICANT**

Where is this?

Document Number

321321321321

Remove Attachment: Medicare.pdf

**RECENT UTILITY ACCOUNT OF THE APPLICANT**

Where is this?

Document Number

112233112233

Remove Attachment: Utility Bill.pdf

Add attachments for all three identification documents.

If your scan has all three identification documents on one file, you will need to attach the file three times. Then select **Next**.
Confirm Order

You see the **Confirm Order** screen.

Check to confirm your order is correct.
Terms and Conditions

TERMS AND CONDITIONS

1. The NSW Registry of Births Deaths & Marriages administers the Births, Deaths and Marriages Registration Act 1995 (NSW). The information required on this form is collected under the provisions of this Act. This legislation is available at www.legislation.nsw.gov.au.

2. The 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. Such access for approved purposes may be granted to other Registries and certain government agencies (including the Passports Office, the Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities) and to authorised non-government agencies.

3. To protect your privacy, the Registry requires proof of your identity. In line with the Privacy and Personal Information Protection Act 1998 (NSW), the Registry is collecting this information so that it can determine your eligibility to obtain this certificate, and to prevent fraud.

4. By completing this application form you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application. This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths and Marriages, law enforcement agencies, the Department of Foreign Affairs and Trade, the Department of Immigration and Citizenship, and motor vehicle or drive licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided to us in making your application. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

5. Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (CertValid) or the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

6. I understand that it may be an offence to give false information in this application.

False Information: If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57. False representation: A person who makes a representation in an application, notice, or document under this Act or in response to a notice under Section 44 of this Act (Registrar’s powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

*By clicking on the ‘I agree’ box and submitting this application I certify that I have read and understood all the information outlined in the declaration above.*

Read the Terms and Conditions and then select I agree.

Select Proceed to Payment.
You see the **Payment Details** screen.

Enter the **Payment Details** and then select **Next>>**

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**Order number:** 9101836201610tg

**Payment amount:** $77.00 AUD

**Card holder name:** John Citizen

**Credit card number:** 4242424242424242

**Expiry date (mm/yy):** 01 / 19

**Card verification number (CVN):** 215

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To ensure you do not lose any data, use **Next** to continue.

[Cancel]  [Next >>]
Confirmation screen.

Enter the Captcha verification code and select **Make Payment**.

Confirm your payment details:
- **Order number**: 910183020101011g
- **Payment amount**: $77.00 AUD
- **Card holder name**: John Citizen
- **Credit card number**: 424242xxxxxx242
- **Expiry date (mm/yyyy)**: 01/19
- **Captcha verification code**: 49649

If unclear, generate a new Captcha verification code.

To ensure you do not lose any data, use Back to move to the previous screen. When you are ready to make your payment, click Make Payment below.
Online Payment Receipt

If your payment is successful you will see the Online Payment Receipt screen.

Note: A Tax Invoice will automatically be sent to your email.

If you wish to receive an Online Payment Receipt, enter your email address in the Send receipt email to field and click Send.

Select Finish.

You have now completed your online form. The Registry will process your request and email you if further information is required.
You see the **Summary** screen.

You can print your application form by selecting **View printer friendly application form**.
Printing your application

Once you select **View printer friendly application** you will see this screen. You can either print this page or select **Download PDF**.
Printing your application

Once you select **Download PDF**, the file will download and display at the bottom of your screen. Select the file and you will see this screen. You can now print your application form from this screen.