

Application to correct an entry by Funeral Directors



Registry of Births
Deaths & Marriages

Births Deaths and Marriages Act 1995 (BDMR Act)

About this form

Complete this form in conjunction with the information provided in the *Fact Sheet 18 Requesting corrections to a death registration*.

Only Funeral Directors should use this form to apply for a correction to a death registration.

Funeral directors can act on behalf of the family for **up to two months** after the date of the registration.

If the family are applying for a correction, direct them to use *Form 18 Correct an Entry Form* available at www.bdm.nsw.gov.au

How we deal with your information

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers *the NSW Births, Deaths and Marriages Registration Act 1995*. The information required on this form is collected under the provisions of this Act and forms the basis for the registration of these life events. The Registers are part of the civil records of NSW and are a permanent historical record. The public does not have access to these records.

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 Passport Office, Department of Immigration and Border Protection (DIBP), and motor vehicle or driver licensing authorities) and to the authorised non-government agencies.

To protect your privacy, the Registry requires proof of your identity. In line with the *Privacy and Personal Information Protection Act 1998*, the Registry is collecting this information so that it can determine your eligibility to correct an entry in the register, to obtain the requested certificate and to prevent fraud. For further information, please visit our website: www.bdm.nsw.gov.au

Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies that 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 & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade, Department of Immigration and Border Protection, and motor vehicle or driver licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. 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.

Enquiries

- Phone: 1300 629 736
- Email: bdm-edeadths@customerservice.nsw.gov.au
- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)

How to lodge

By email

Scan and send to:
bdm-edeadths@customerservice.nsw.gov.au

By post

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

In person

At a Registry office
Monday to Friday: 8:00am – 4:30pm

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

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Application starts here

Name of Funeral Director making declaration

I, First given name	<input type="text"/>
Other given names	<input type="text"/>
Family name	<input type="text"/>
Funeral Director business name	<input type="text"/>

Funeral Director's business address

Address	<input type="text"/>				
Suburb/Town/City	<input type="text"/>				
State/Territory	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

Funeral Director's postal address *(if different from above)*

Address	<input type="text"/>				
Suburb/Town/City	<input type="text"/>				
State/Territory	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>
Contact number	<input type="text"/>				
Email address	<input type="text"/>				
Barcode that appears on the back (bottom of the page) of the certificate	<input type="text"/>				
Has the funeral director destroyed the original certificate? Please specify Yes or No	<input type="text"/>				

Office Use Only	
Registration Number	
Error:	Registry / Client / Funeral Director
Original Certificate returned:	Yes / No
Date Amended:	
Name of the Amending officer:	
Signature of the Amending officer:	

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Applicant's Declaration

I declare that the following error/omission has been noted on the Register and I request the Registrar to correct the entry as follows:

Current information in Register

Registration number

New information / amendment

Declaration

I declare that the information I have provided is true and correct. I certify that I have read and understand 'Your Right to Privacy' and 'Disclosure of Information' on page 1.

Signature of applicant

Date

dd / mm / yyyy

Full name of applicant

Signature of witness*

Full name of witness

**Witness must be 18 years or over*

Return/replacement of certificates

I understand that the funeral director has destroyed any certificates with the incorrect information and recorded the barcode of the certificate on this application. If the family are applying, they must return any original certificates, prior to a new certificate being issued.