

## Certificate entitlement

Under Section 50 of the Births, Deaths and Marriages Registration Act 1995, the executor, administrator or trustee of the estate of a deceased person may apply for a certificate certifying whether or not the deceased person is recorded as being a parent of any children.

### All legal practitioners who apply must provide:

- A letter on company letterhead stating the reason required (“legal” is not sufficient; a specific reason is needed i.e. probate, estate administration, etc), together with the name of the client for whom the solicitor is acting.
- The letter must be accompanied by: – a completed application form, and – a copy of your Law Society ID card or practising certificate.
- The legal practitioner’s name must be written in the applicant’s details section. Payment must be made with a company or trust cheque, or company credit card.

If you are not a legal practitioner but are the administrator or trustee of the estate, you must provide at least three forms of your ID from the proof of identification list with your application (see below).

## Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1	Category 3
<p><b>If born in Australia:</b></p> <ul style="list-style-type: none"><li>▪ An Australian birth certificate</li></ul> <p><b>Record of immigration status:</b></p> <ul style="list-style-type: none"><li>▪ Citizenship certificate</li><li>▪ New Zealand citizenship certificate</li><li>▪ New Zealand birth certificate</li></ul>	<ul style="list-style-type: none"><li>▪ Medicare card</li><li>▪ Credit or debit card</li><li>▪ Centrelink or Department of Veterans Affairs card</li><li>▪ Security guard/ Crowd control licence</li><li>▪ Tertiary education institution ID card</li></ul>
Category 2	Category 4
<ul style="list-style-type: none"><li>▪ Australian driver’s licence</li><li>▪ Australian passport</li><li>▪ Firearms licence</li><li>▪ Foreign passport</li><li>▪ Proof of age card</li></ul>	<ul style="list-style-type: none"><li>▪ Recent utility account with current residential address</li></ul>

## Your right to privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. Please read the policy on our website: **Your Right to Privacy.**

## 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 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 & 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.

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

Documents issued by this office may also be verified by other organisations using DVS.

Lodging by post	Lodging in person
GPO Box 30 SYDNEY NSW 2001	View options at our website: <b><a href="http://www.bdm.nsw.gov.au">www.bdm.nsw.gov.au</a></b> <b>Phone: 13 77 88 NRS: 1300 555 727</b>

# Section 50 Search Application



**Registry of Births  
Deaths & Marriages**

# Payment Details

## Application for a Section 50 Search

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee.

**PRINT** clearly in **BLACK** pen and complete all details.

**Do you require Priority processing of your application?** Yes  Fee applies, see separate 'Fees for Products and Services' flyer.

International Registered Post

Full name of client

(the person you are conducting the search for)

Reason certificate is required

Client's relationship to the deceased

**APPLICANT'S DETAILS** (details of person completing this form). Please provide copies of at least three (3) forms of current identification with your application.

Family name

First given name

Other given name(s)

Company name  
*(if applicable)*

Company reference number  
*(if applicable)*

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery address  
*(if different from above)*

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Signature  
of applicant

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

### DETAILS OF SEARCH REQUIRED

Date of death

Male

Female

Age at death

Period of residence in Australia

Period to be searched: From

To

*(Note, each extra 10 year search or part thereof incurs a cost)*

Family name  
*(at time of death)*

Family name at birth

First given name

Other given name(s)

Date of birth

### Former names used

Family name

First given name

Other given name(s)

Family name

First given name

Other given name(s)

Family name

First given name

Other given name(s)

### Details of marriage *(if more than 3 marriages, please attach a separate list)*

Date of marriage 1

Full name of spouse 1

Date of marriage 2

Full name of spouse 2

Date of marriage 3

Full name of spouse 3

### Details of children *(if more than 4 children, please attach a separate list)*

Full name of child

Age

Full name of child

Age

Full name of child

Age

Full name of child

Age

### PAYMENT DETAILS (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Total Amount \$

Please debit my: AMEX  Mastercard  Visa

OR Enclosed is a cheque\*/money order

Card number

*\*Cheques payable to NSW Registry of Births Deaths & Marriages (non Priority only)*

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.