

FS 018

Requesting corrections to a death registration

Funeral Directors are a NSW Registry of Births Deaths & Marriages (the Registry) business partner. They can make requests to the Registry to correct details on death registrations on behalf of family members, a next of kin or the informant.

The Registry requires particular information whenever a funeral director or their client requests a change to a death registration.

Things to note:

- Funeral Directors have **two months** from the date of registration to request a correction to a death registration.
- There are no time restrictions for correction requests made by the client (that is, next of kin, family member or informant) of the deceased.
- The Registry may request further documentary evidence from the client to support the correction request. This may include a Medical Certificate Cause of Death (MCCD) or a Coroner's Order.
- If the error is due to data entry by the funeral director, the funeral director can apply for a correction confirming the information was provided incorrectly (except where the correction is to be done on a MCCD or on a Coroner's Order).
- If the client is applying for a correction, they have to provide three forms of their current identification.

Replacement death certificates to Funeral Directors

- The Registry issues a replacement death certificate to funeral directors at no cost once a correction is made and when the Registry receives the barcode number of the destroyed original death certificate.
- If the funeral director or the client cannot return the original death certificate for reasons such as probate, they may be liable for the cost of a replacement death certificate.

Requesting a correction

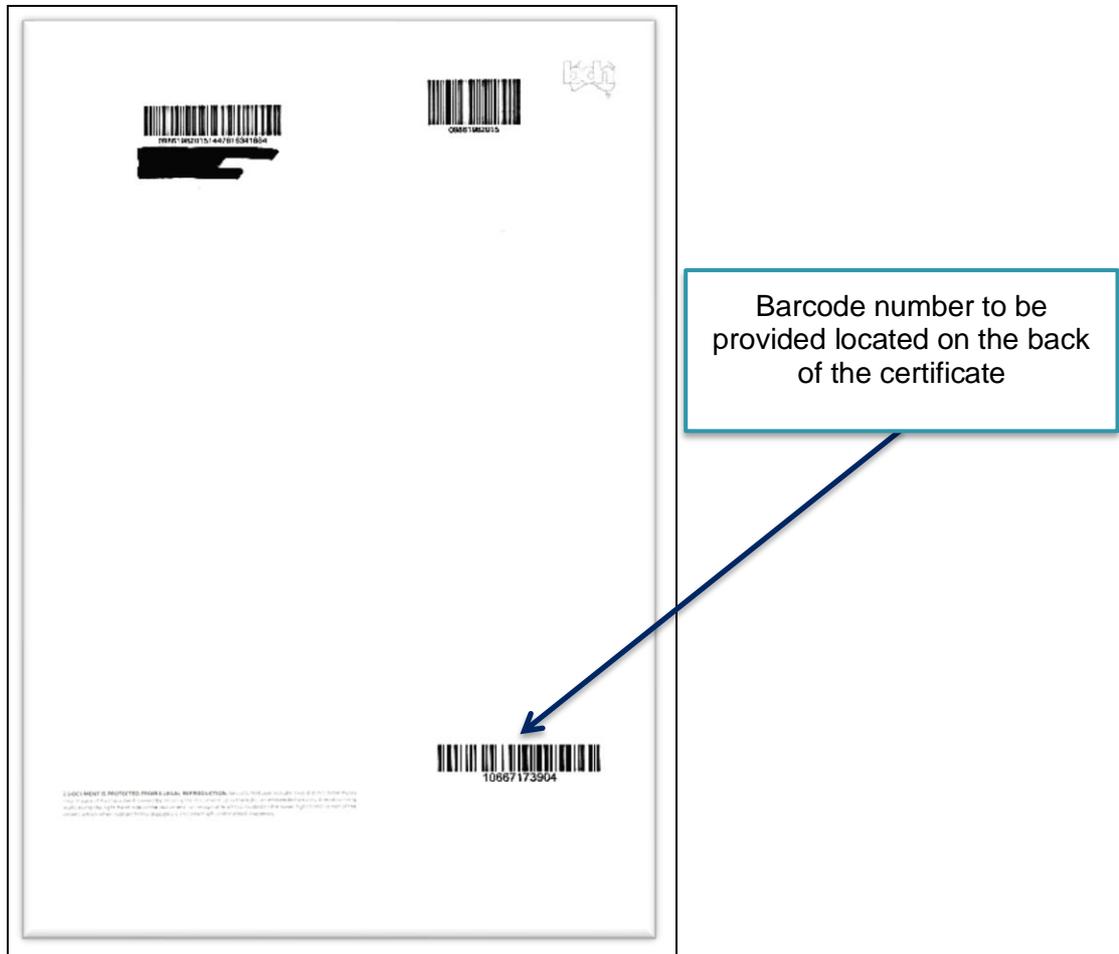
For funeral directors:

1. Complete the attached *Form 31 Application to Correct an entry by Funeral Directors*. You can send it to BDM either by post, or, scan and email it to **bdm-edeadths@customerservice.nsw.gov.au**.

OR

Provide a letter on company letterhead stating the error(s) requiring correction and explain how the error(s) occurred (e.g. data entry, informant provided incorrect details etc.).

2. Funeral director must destroy the certificate and provide the barcode number (See picture below) on the back of the certificate.



3. Include any supporting documents as stated in Annexe A (Refer to page four of this document).

For the client (next of kin, family member or informant) of the deceased:

1. Provide a completed **Form 18 Correct an entry** form.

This form is available on the website: www.nsw.gov.au/bdm

OR

Email bdm-edeadths@customerservice.nsw.gov.au

to request a Form 18 to be sent.

2. Include any supporting documents as stated in Annexe A (Refer to page four of this document).
3. Provide three certified identification documents. Refer to the information about acceptable forms of identification on *Form 18 Application to Correct an Entry*.
4. The client must return the original death certificate.

Sending your request to the Registry

Only Funeral directors can send the request by:

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

Funeral Directors and the client can send a request by:

Post: Amendments Section
NSW Registry of Births Deaths & Marriages
GPO BOX 30
SYDNEY NSW 2001

In person: Service NSW service centre
www.service.nsw.gov.au

Note: If the certificate will be collected in person (at the Registry), three forms of personal identification must be provided by the person making the collection.

Annexe A

The following is a guide to assist funeral directors and a client when a correction is required to a death registration.

Both the client and the funeral director require the same documentary evidence. The significant difference is that the funeral director can only act on behalf of the family for a period up to two months. The following is a break up of each field setting out what documentary evidence is required.

Note: If the error is a data entry error done either by the funeral director or by the Registry, no evidence is required. All other types of corrections are specifically addressed below.

Field on the death certificate	Who can apply?		What evidence is required for requesting a correction?	
	Funeral director	Client	Funeral director	Client
Family Name	✓	✓	Provide one form of Identification (ID) of the deceased. e.g. Drivers Licence, Medicare card and passport.	Provide three forms of Id of the deceased. e.g. Driver Licence, Medicare card and passport.
Given Name(s)	✓	✓	Provide one form of Id of the deceased. e.g. Driver Licence, Medicare card and passport.	Provide three forms of Id of the deceased. e.g. Driver Licence, Medicare card and passport.
Date of Death	✓	✓	Provide an updated copy of original Coroner's report or MCCD*.	Provide an updated copy of original Coroner's report or MCCD*.
Place of Death	✓	✓	Provide an updated copy of original Coroner's report or MCCD*.	Provide an updated copy of original Coroner's report or MCCD*.
Sex	✓	✓	Provide an updated copy of original Coroner's report or MCCD*.	Provide an updated copy of original Coroner's report or MCCD*.

Age	✓	✓	If subject is born interstate or overseas, provide a copy of birth certificate. (Translated in English, if applicable).	If subject is born interstate or overseas, provide a copy of birth certificate. (Translated in English, if applicable).
Period of Residence in Australia	✓	✓	Provide evidence of deceased's entry into Australia.	Provide evidence of deceased's entry into Australia.
Place of Birth	✓	✓	If subject is born interstate or overseas, provide a copy of birth certificate. (Translated in English, if applicable).	If subject is born interstate or overseas, provide a copy of birth certificate. (Translated in English, if applicable).
Place of Residence	✓	✓	Provide evidence such as a recent utility bill.	Provide evidence such as a recent utility bill.
Usual Occupation	✓	✓	No evidence is required.	No evidence is required.
Marriage details <i>(if details in this section are missing or are incorrect)</i>	✓	✓	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).
Marital Status at Date of Death	✓	✓	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable.) The Registry Officer will contact the informant if further information is required. If subject is divorced, provide a copy of the	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable.) The Registry Officer will contact the informant if further information is required. If subject is divorced, provide a copy of the certificate of divorce.

			Certificate of divorce.	
Place of Marriage	✓	✓	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable.)	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).
Age when married	✓	✓	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).
Full name of Spouse	✓	✓	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).	If subject is married interstate or overseas, provide a copy of marriage certificate. (Translated in English, if applicable).
Order of birth names and Ages of children	✓	✓	If child (or children) is born interstate or overseas, provide a copy of their birth certificate(s). (Translated in English, if applicable).	If child (or children) is born interstate or overseas, provide a copy of their birth certificate(s). (Translated in English, if applicable).
Mother's name	✓	✓	If mother is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If mother was using a different name than recorded on the deceased's	If mother is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If mother was using a different name than recorded on the deceased's birth certificate, BDM will assess the matter and

			birth certificate, BDM will assess the matter and ask you for further information.	ask you for further information.
Mother's Maiden Family name	✓	✓	If mother is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If mother was using a different name than recorded on the deceased's birth certificate, BDM will assess the matter and ask you for further information.	If mother is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If mother was using a different name than recorded on the deceased's birth certificate, BDM will assess the matter and ask you for further information.
Father's name	✓	✓	If father is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If father was using a different name than recorded on the deceased's birth certificate, BDM will assess the matter and ask you for further information.	If father is born interstate or overseas, provide a copy of the birth certificate. (Translated in English, if applicable). If father was using a different name than recorded on the deceased's birth certificate, BDM will assess the matter and ask you for further information.
Cause of death and duration of last illness	✓	✓	Provide an updated copy of original Coroner's report or MCCD*. If it is a typing error, list the correct information only.	Provide an updated copy of original Coroner's report or MCCD*. If it is a typing error, list the correct information only.

Name of the Certifying Medical Practitioner or Coroner	✓	✓	Provide an updated copy of original Coroner's report or MCCD*. If it is a typing error, list the correct spelling only.	Provide an updated copy of original Coroner's report or MCCD*. If it is a typing error, list the correct spelling only.
Date of Disposal	✓	✓	Provide evidence of cremation or burial.	Provide evidence of cremation or burial.
Place of Disposal	✓	✓	Provide evidence of cremation or burial.	Provide evidence of cremation or burial.
Name of Informant's	✓	✓	Provide evidence of correct spelling of name.	Provide evidence of correct spelling of name.
Address of Informant	✓	✓	Provide evidence such as informant's recent utility bill.	Provide evidence such as informant's recent utility bill.
Informant's relationship to deceased	✓	✓	If informant is a relative, provide evidence such as birth certificate, marriage certificate, copy of will etc. If informant is friend or no relation, no evidence is required.	If informant is a relative, provide evidence such as birth certificate, marriage certificate, copy of will etc. If informant is friend or no relation, no evidence is required.

* means MCCD must have written on it 'Amended'.