

# Application to Correct an Entry

Births Deaths and Marriages Registration Act 1995 (BDMR Act)

## Who can correct an entry?

This form is to correct information in the register of the NSW Registry of Births Deaths & Marriages. The *BDMR Act* allows for records to be corrected and supporting evidence may be required. Applicants must provide identification.

Do not use this application to change a name or to include a parent's details on a birth registration. To change a name, use the: *Change of Name* form. To include a parent's details on a birth registration use: *Apply to add a Parent to a Birth Certificate* form. Application forms are on our website [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

### Birth register

Applications can only be made by the person who is registered on the certificate. If the registered person is under the age of 18 years, either parent listed on the registration may apply. The Registry may request further information. Other parties who wish to apply should contact the Registry.

### Relationship Register

Either or both applicants in the relationship can make an application. Other parties who wish to apply should contact the Registry.

### Change of sex / Recognised details

Applications by the registered person only

## Identification (ID)

Provide at least three types 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. At least two must be from category 3. One ID must show your current residential address. All documents must be current (except foreign passports).

Category 1	Category 2
<p><b>If born in Australia:</b></p> <p><input type="checkbox"/> An Australian birth certificate</p> <p><b>If born overseas:</b></p> <p><input type="checkbox"/> New Zealand citizenship certificate</p> <p><input type="checkbox"/> New Zealand birth certificate</p> <p><input type="checkbox"/> Australian citizenship certificate</p>	<p><input type="checkbox"/> Australian driver's licence</p> <p><input type="checkbox"/> Australian passport</p> <p><input type="checkbox"/> Australian firearm licence</p> <p><input type="checkbox"/> Foreign passport</p> <p><input type="checkbox"/> Photo Card issued by a government agency</p>
Category 3	Category 4
<p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Credit or debit card</p> <p><input type="checkbox"/> Centrelink card or Department of Veteran's Affairs card</p> <p><input type="checkbox"/> Australian security guard licence or crowd control licence</p> <p><input type="checkbox"/> Student or tertiary identity card</p>	<p><input type="checkbox"/> Recent utility account (electricity, gas, water) issued within last six months with current residential address.</p> <p><i>Category 4 documents must contain a current residential address (PO boxes and bank statements are NOT accepted).</i></p>

### Marriage register

Applications can be made by:

- either partner, or both.
- a marriage celebrant, if the marriage was registered in the last two months.
- other parties who wish to apply should contact the Registry.

### Change of name register

For an adult, the application can be made by the registered person only. For a child, applications must be made by both parents, if they are both listed on the birth registration.

### Death register

Applications can be made by:

- the next of kin listed on the death certificate
- the informant or person who provided the particulars to the Registry at the time of death
- a funeral director, if the death is registered in the last two months.

Only the doctor who provided the original information to the Registry or the Coroner can make changes to the details of the cause of death. Other parties who wish to apply should contact the Registry.

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## 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 licencing 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](http://www.bdm.nsw.gov.au)

### Options to lodge

#### By post

*Please attach clear photocopies of your identification. Do not mail originals.*

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

#### In Person

*Provide original identification.*

#### Service NSW Service Centre

- [www.service.nsw.gov.au](http://www.service.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 (DFaT), Department of Immigration and Border Protection (DIBP), and motor vehicle or driver licencing 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 Service (DVS).

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

### Enquiries

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- Email  
[bdm-webmail@customerservice.nsw.gov.au](mailto:bdm-webmail@customerservice.nsw.gov.au)

#### Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

# Application to Correct an Entry

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## Application starts here

Notification number  
(Office use only)

## Type of record to be corrected *(please tick which applies)*

Birth

Marriage

Relationship Register

Change of sex

Death

Change of Name

Recognised Details

Remove parent

Registration number

Date of event

## Name of Subject

Family name

Given name(s)

## Name of Applicant making declaration

First given name

Other given names

Family name

Family name at birth

## Applicant's residential address

Address

Suburb/Town/City

State/Territory

Postcode

Country

## Applicant's postal address *(if different from above)*

Address

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Your relationship to the person registered

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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

## 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 2.

Signature of applicant  Date

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 any certificates with the incorrect information must be returned to the Registry under the provisions of Section 59(3) (c) of the *Births, Deaths and Marriages Registration Act 1995*. If the correction to the register was not due to an error by the Registry, a further certificate may need to be purchased. In cases where the Registry has made the error, a replacement certificate will be issued in exchange for the incorrect certificate.