

### What is an integrated birth certificate?

In addition to the post-adoptive birth certificate, adopted people in NSW can have both their birth and adopted families included on an Integrated Birth Certificate (IBC) as outlined in the amendment to the *Adoption Act 2000* and the *Births, Deaths and Marriages Registration Act 1995*.

An IBC is an official certified copy of the registration held by the NSW Registry of Births, Deaths & Marriages (The Registry) and is commonly used to help establish a person's identity. An adopted person can choose to use either their post-adoptive birth certificate or the IBC as their primary identity document.

### How to apply

**Please note the IBC cannot be applied for online.**

#### New Adoptions

To obtain a copy of a post adoption birth certificate with an IBC, you will need to apply not earlier than six weeks from the date of the adoption order:

- Complete this form and provide three current forms of identification.
- Provide payment of \$60 (includes registered postage).

#### For an adoption that occurred after 2010

To obtain a copy of an IBC:

- Complete this form and provide three current forms of identification.
- Please provide a copy of the original post Adoptive birth certificate (If this is not possible, payment of \$60.00 is required. Payment includes registered postage).

#### For an adoption that occurred before 2010

To obtain a copy of an IBC:

- Complete this form and provide three current forms of identification.
- Please provide a copy of the original post Adoptive birth certificate (If this is not possible, payment of \$60.00 is required. Payment includes registered postage).
- Please also provide a copy of:
  - Your Adoption Information Certificate (AIC) and the Memorandum issued by the Department of Family and Community Services **Adoption Information Unit**, or

#### For an adoption that occurred before 2010 (continued)

- Pre-Adoption birth certificate, or
- Post-Adoption birth certificate issued by the Registry before October 1998.

### Lodging your application

#### To Lodge (and pay if required) your application:

- Via POST with a cheque or money order to:  
NSW Registry of Births, Deaths & Marriages  
ATTN: Adoptions Section  
GPO Box 30 Sydney NSW 2001
- In PERSON at Service NSW Service Centre:  
[www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre)

### Your right to privacy

When you apply, you consent to the release of information provided, to those agencies who may be able to validate it. **Please read Your Right to Privacy Policy at [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)**

**THIS FORM CAN BE FILLED OUT ON YOUR COMPUTER.** *If writing, please PRINT clearly and complete all details.*

## 1. Lodging your application

Please tick one of the following:

**New Adoption - Post Adoption certificate and IBC**

*(Standard Birth certificate fee applies)*

**For an adoption that occurred before 2010**

**For an adoption that occurred after 2010**

*(Please provide the required documents stated above).*

Reason certificate is required

*(e.g. passport, school)*

Your relationship to the registered person

*(e.g. self, parent, child, guardian)*

What quantity of certificate/s do you require?

Enter a number e.g. (1)

*The first IBC issued to the person named, their parent, or next of kin is at no charge. Additional certificates are charged at the Standard Birth Certificate rate (check website for fees). We will contact you if payment is required.*

## 2. Applicant details (person who is applying)

Family name

First given name

Other given name/s

Current Address

Suburb/Town

State/Territory

Postcode

Country

Postal Address **(if different from above)**

Suburb/Town

State/Territory

Postcode

Country

Phone number Email address

Company name (if applicable)\*

Company reference number (if applicable)\*

Signature  
of applicant

X

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

### \*Company applications

If you are a company applying on behalf of a person, please provide:

- A "Letter of Authority giving permission to apply" available at: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)
- Three current forms of identification from the person giving permission (see previous page).

### 3. Details of birth certificate required

Family name	Family name at birth
First given name	Other given name/s
Date of birth*	Place of birth (Suburb/Town/City)

\* If the date of birth is unknown, enter a period to be searched

Search FROM: *(dd/mm/yyyy)*      Search TO: *(dd/mm/yyyy)*

#### **Birth Parent 1 Details**

Family name	Family name at birth
First given name	Other given name/s

#### **Birth Parent 2 Details**

Family name	Family name at birth
First given name	Other given name/s

#### **Adoptive Parent 1 Details**

Family name	Family name at birth
First given name	Other given name/s

#### **Adoptive Parent 2 Details**

Family name	Family name at birth
First given name	Other given name/s

Please refer to identification requirements and complete payment details on Page 4.

## Identification



### Identification requirements (ID)

**Three current forms of identification are required**, 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 types of ID. At least two of these must be from category 3. All documents except foreign passports must be current.

Category 1	Category 2	Category 3
<ul style="list-style-type: none"><li>Australian birth certificate</li><li>Citizenship certificate</li><li>New Zealand citizenship certificate</li><li>New Zealand birth certificate</li></ul>	<ul style="list-style-type: none"><li>Australian driver licence</li><li>Australian passport</li><li>Australian firearm licence</li><li>Foreign passport</li><li>Photo Card issued by a government agency</li><li>Visa</li></ul>	<ul style="list-style-type: none"><li>Medicare card</li><li>Centrelink card</li><li>Department of Veteran's Affairs card</li><li>Security guard or crowd control licence</li><li>Tertiary Education ID card</li></ul>
<b>Category 4</b>		
Recent utility account with current residential address (issued within last three months).		

## 4. Payment details

Total Amount \$

Please debit my: AMEX

Mastercard

Visa

Card number

Name  
of cardholder

Expiry date

(dd/mm/yyyy)

Signature  
of cardholder

X

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.

OR Enclose a cheque\*/money order (\*Cheques payable to *NSW Department of Customer Service*)