Adding a parent's details to a pre adoptive birth registration
Births Deaths and Marriages Registration Act 1995 (BDMR Act)

NSW GOVERNMENT | **Registry of Births Deaths & Marriages**

Eligibility

To apply to add a parent to a pre adoptive birth registration, the birth must be registered in NSW.

Add a father/parent

- In some circumstances the Registry can add a biological father to the pre adoptive birth registration when the subject of the birth applies for the details to be added.

- The Registry may require a Parentage Testing DNA report or a court order to confirm paternity. DNA result evidence must be provided from laboratories authorised under the Family Law Regulations to conduct DNA parentage testing. Further information on authorised laboratories can be found at **www.ag.gov.au/families-and-marriage/families/children-and-family-law**

- The Registry may ask for further evidence to support the application, such as documentation from the time of the adoption.

Identification

***The applicant* must provide at least three forms of ID from the Category lists:**

- One form of ID must confirm current residential address.

- One form of ID must confirm place of birth.

- If you are born outside NSW and unable to confirm your place of birth with any of the documents at right, please provide an expired passport or a foreign birth certificate.

Original ID can be certified by one of the following:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Registry or Service NSW staff

Statutory Declaration

A person authorised to witness a statutory declaration is a:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Person authorised to administer an oath under s.26 of the *Oaths Act 1900*

Category 1
- ☐ Australian birth certificate
- ☐ Certificate of Australian Citizenship
- ☐ New Zealand Citizenship together with New Zealand passport
- ☐ New Zealand birth certificate

Category 2
- ☐ Australian or foreign passport
- ☐ Australian driver's licence
- ☐ Australian firearms licence
- ☐ Photo card issued by a government agency

Category 3
- ☐ Medicare card
- ☐ Private health care card
- ☐ Credit/debit card or ATM card
- ☐ Centrelink card
- ☐ Australian Department of Veteran's Affairs card
- ☐ Australian security guard licence or crowd control licence
- ☐ Student or tertiary identity card

Category 4
- ☐ Utility account (electricity, gas, water)
- ☐ Rates notice
- ☐ Centrelink concession card
- ☐ Current tenancy or lease agreement
- ☐ Superannuation fund statement

PO boxes and bank statements are NOT accepted.

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Your right to privacy

Privacy

The NSW Registry of Birth Deaths & Marriages administers the *Births Deaths and Marriages Registration Act 1995 (NSW)*. The information required on this form is collected under the provisions of this Act and forms the basis for adding a parent's details to a birth registration. Adding a parent's details to a birth registration is part of the civil records of NSW and is a permanent historical record. However, these records are not available for public scrutiny.

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 and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to add a parent's details to a birth registration, to obtain the requested certificate and to prevent fraud.

All documents are scanned and retained in the Registry's system and all copies are destroyed.

For more information about the privacy and disclosure of adding a parent's details to a birth registration data or how you may access information after it has been collected by the Registry, please visit our website.

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. 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 online National Document Verification Service (DVS).

Checklist

Applicant to supply

☐ Completed & signed statutory declaration

☐ ID certified by an authorised witness

☐ Evidence of place of birth

☐ Returned all original birth certificates of the subject

☐ Relevant court orders (if any)

☐ DNA tests (conducted in accordance with the Family Law Act 1975, if any)

Options to lodge

You can complete this fillable form on your computer by typing in responses for each field.

By post

- NSW Registry of Births Deaths & Marriages
  GPO Box 30, Sydney NSW 2001
  Do not mail originals of your ID. Attach clear copies certified by an authorised witness (see page 1).

In person

Service NSW Service Centre

Find locations at: **www.service.nsw.gov.au**

- *Bring your original identification to be certified.*

Enquiries

Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

- NRS: 1300 555 727 *(Speech/hearing impaired)*

- TIS: 131 450 *(Translating/interpreting service)*

www.nsw.gov.au/bdm

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Statutory declaration

This statutory declaration should be completed by the person requesting the parent's details to be added to the child's birth registration. Please initial all corrections. Do not use white out.

⊕ False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *Births, Deaths and Marriages Registration Act 1995*.

A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar's powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

Subject's birth details

Family name	
Given names	
Date of birth	Sex: Male ☐ Female ☐
Family name	

Parent's details to be added

Family name	
Family name *(at their own birth)*	
Given names	

Indicate how the parent will be recorded on the certificate. (Tick one box only)   Father ☐   Parent ☐

Date of birth [dd / mm / yyyy]   Age at birth of child [dd / mm / yyyy]

Place of birth *(Provide evidence as per page 1)*

Usual occupation *(at time of the child's birth)*

Main tasks *(e.g. office work)*

Is the parent to be added of Aboriginal or Torres Strait Islander origin? (Tick one box only)

☐ Aboriginal origin

☐ Torres Strait Islander origin

☐ Both Aboriginal and Torres Strait Islander origin

☐ Neither

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NSW GOVERNMENT | **Registry of Births Deaths & Marriages**

Marriage details (if parents are married)

Please include a copy of a marriage certificate if the parents were not married in NSW.

Date of marriage

Place of marriage

Suburb/Town/City

State/ Territory

Reasons for amendment

Provide full reasons why the other parent's details were not included at the time of the child's birth.

You may provide documentary evidence to substantiate your claim.

Form 66 Adding a parent's details to pre adoptive birth registration. Effective April 2022.

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Adding a parent's details to a pre adoptive birth registration

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Applicant's declaration

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.

- I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a parent's details to a birth registration.

- I have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.

- I hereby solemnly and sincerely declare that I have read all the information contained in this document, and I request the Registrar to include my details as the other parent with the information provided on my child's birth registration.

Your current full name

Current residential address

Suburb/Town/City

Country

Daytime contact number

Email address

Signature of declarant

X

Date signed

dd / mm / yyyy

Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness must sight one identity document (original or certified copy).

I certify the following matters concerning the making of this statutory declaration by the person who made it: *[*cross out any text that does not apply]*

- *I saw the face of the person OR

- *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

- *I have known the person for at least 12 months OR

- *I confirmed the person's identity using an identification document and the document I relied on was:

(describe document relied on)

Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of declarant

X

Date signed

dd / mm / yyyy

Payment details
adding a parent's details (pre adoptive)

ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.

NSW GOVERNMENT | **Registry of Births Deaths & Marriages**

You can complete this fillable form on your computer by typing in responses for each field.
(If completing by hand, use a black or blue pen — print clearly and initial all corrections. Do not use white out).

Select certificate type and quantity you wish to receive -e.g. '1' Standard birth certificate.

◯ **Standard pre adoptive birth certificate/s**   ◯ **Integrated Birth Certificate** *(For fees, see our website)*

APPLICANT'S DETAILS (Details of person completing this application)

Field	
Family name	
Given name(s)	
Address	Suburb/Town/City
State/Territory	Postcode	Country
Delivery Address *(if different)*	Suburb/Town/City
State/Territory	Postcode	Country
Phone number	Email address
Signature of applicant	✗

International Registered Post ☐

CHILD'S DETAILS at birth

Field	
Date of birth	Present age
Family name	
Given name(s)	
Place of birth *Suburb/Town/City*	

- -

APPLICANT'S DETAILS *(For fees, see our website)*

Cheques payable to NSW Department of Customer Service

Total Amount $ [   ] Please debit: AMEX ☐ Mastercard ☐ Visa ☐ or enclosed is a cheque*/money order ☐

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Cardholder name [   ]   Expiry date [dd / mm / yyyy]

Signature of cardholder ✗

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