

## General information

You are entitled to access the original forms of information or registration statement held by the NSW Registry of Births Deaths & Marriages (the Registry) for any of your own events registered in NSW.

### Entitlement

Use this form to apply for a copy of the documents related to an event registered by the Registry. This can include a copy of the original birth registration statements, notices of intended marriage or any other form used to register an event in NSW. The Registry will assess entitlement on receipt of application and may request additional documents.

## Your right to privacy

### Privacy

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. The Registry may grant access to the 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 process this application. The Registry retains all the documents by scanning them to the system and destroys all the paper copies.

### Disclosure of information

By completing this application form, you consent to the release of information provided by you, to the agencies, which may validate information in support of your application.

It is extremely important that all your identity documents are current, 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).

For more information, please see the policy **Your Right to Privacy** on our website.

## Options to lodge

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

### 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)

## 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*)
- [bdm-webmail@customerservice.nsw.gov.au](mailto:bdm-webmail@customerservice.nsw.gov.au)

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

## ID requirements

- You **MUST** provide proof of identity. You must provide three forms of identification, one of each from categories 1, 2 and 3. If you are unable to provide identification from category 1, you must still provide at least three forms of identification. At least two of these must be from category 3.
- All identification must be current (not expired). Utility bills or rate notices must have been issued within the last three months.
- An accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI), must translate identity documents issued by overseas authorities into English.
- If applying in person at Service NSW, you must bring the original documents.
- If applying by post, you must enclose photocopies of each identity document. Do not send original documents with your application.

Category 1	Category 2
<p>If born in Australia:</p> <p><input type="checkbox"/> An Australian birth certificate</p> <p>If born overseas:</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"/> Proof of permanent residency from the Department of Immigration and Border Protection</p>	<p><input type="checkbox"/> Australian driver 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</p> <p><input type="checkbox"/> Australian 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"/> Overseas birth certificate</p>	<p><input type="checkbox"/> Utility account (electricity, gas, water)</p> <p><input type="checkbox"/> Rates notice</p> <p><input type="checkbox"/> Centrelink concession card</p> <p><input type="checkbox"/> Current tenancy or lease agreement</p> <p><input type="checkbox"/> Superannuation fund statement</p> <p><i>PO boxes and bank statements are NOT accepted.</i></p>

# Request for original registration form

ABN 81 913 830 179



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).

Choose the original registration form you require by ticking a box below (current fee is \$41).

- Birth Registration Statement     Death Registration Statement     Notice of Intended Marriage  
 Change of Name     Relationship Registration     Add parent's details to a birth     Record a change of sex

**Applicant's Details** (details of person completing this form) **Please provide copies of at least three forms of current ID**

Your relationship to this record <i>(e.g. self, daughter, etc)</i>	<input type="text"/>	Reason for applying <i>(e.g. legal, financial, etc)</i>	<input type="text"/>
Family name	<input type="text"/>		
First given name	<input type="text"/>	Other given names	<input type="text"/>
Address	<input type="text"/>		
Suburb/Town/City	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Postal address <i>(if different from above)</i>	<input type="text"/>		
Suburb/Town/City	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Phone number	<input type="text"/>	Email Address	<input type="text"/>

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

Applicant's signature

Date signed

**Event details required**

Date of event  Registration No.   
*(if known)*

Family Name <i>(for a marriage application, partner one's name)</i>	<input type="text"/>
Given names	<input type="text"/>
<i>For marriage application Partner two's full name</i>	<input type="text"/>
Place of event (Town/City)	<input type="text"/>

**Payment Details** (Complete this for mail applications only).

\* Cheques payable to NSW Department of Customer Service

Total Amount  Please debit my AMEX  Mastercard  Visa  OR Cheque\*/money order

Card number

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.