

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

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

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> <ul style="list-style-type: none"> An Australian birth certificate <p>If born overseas:</p> <ul style="list-style-type: none"> New Zealand citizenship certificate New Zealand birth certificate Australian citizenship certificate Proof of permanent residency from the Department of Immigration and Border Protection 	<ul style="list-style-type: none"> Australian driver licence Australian passport Australian firearm licence Foreign passport Photo Card issued by a government agency
Category 3	Category 4
<ul style="list-style-type: none"> Medicare card Credit or debit card Centrelink card Australian Department of Veteran's Affairs card Australian security guard licence or crowd control licence Student or tertiary identity card Overseas birth certificate 	<ul style="list-style-type: none"> Utility account (electricity, gas, water) Rates notice Centrelink concession card Current tenancy or lease agreement Superannuation fund statement <p><i>PO boxes and bank statements are NOT accepted.</i></p>

Request for original registration form



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 \$52 and includes registered mail)*.

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
(e.g. self, daughter, etc)

Reason for applying
(e.g. legal, financial, etc)

Family name

First given name

Other given names

Address

Suburb/Town/City

State/Territory

Postcode

Country

Postal address
(if different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Phone number

Email Address

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

Applicant's signature

X

Date signed

dd / mm / yyyy

Event details required

Date of event

dd / mm / yyyy

Registration No.
(if known)

Please ensure these fields are completed.

Family Name
*(for a marriage application,
partner one's name)*

Given names

For marriage application
(Partner two's full name)

Place of event (Town/City)

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

**Cheques payable to the NSW Department of Customer Service*

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

Card number

Name
of cardholder

Expiry Date

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.*