

# Letter of authority giving permission to apply for a certificate

*Births Deaths and Marriages Registration Act 1995 (BDMR Act)*

## Eligibility

If a person is not eligible to apply for and/or collect a certificate, then the **Applicant** must complete an **Authority** to give permission to their **Authorised Agent**. Attach an authority to the Certificate Application. Registry records are confidential and certificates can only be issued to persons who are entitled under the **Registry's Access Policy**.

## Privacy

For information about how we handle your personal information, including who we may disclose it to, see our Privacy Collection Notice, available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

## Identity Requirements

You **MUST** provide proof of identity for yourself and your Authorised Agent. Three documents are required from you and your agent, one of each from categories 1, 2 and 3. If you cannot provide identification from categories 1 and 2, you must still provide at least three forms of identification. At least two of these must be from category 3.

## Applicant *(the registered/entitled person)*

Full Name

Date of birth

Residential address *(PO BOX not accepted)*

Daytime telephone number

Email address

**I give my approval for my Authorised Agent to -tick box next to this line as pre-ticked**

make application for a certificate, or

make application for and collect the certificate on my behalf.

**Certificate required** *(e.g. birth, death, marriage)*

**Signature of applicant**

**Date signed**

I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

## Category 1

- Australian birth certificate
- Citizenship certificate
- Immi card
- NZ birth certificate
- NZ citizenship certificate

## Category 2

- Australian driver's Licence (current)
- Australian passport (current)
- Firearms licence (current)
- Foreign passport
- Proof of age card

## Category 3

- Medicare card
- Credit or debit card
- Centrelink or Department of Veterans Affairs Card
- Security guard/Crowd control licence
- Tertiary Education ID Card

## Category 4

- Recent utility account with current residential address (issued within last three months)

## Authorised Agent *(nominated to apply for and/or collect the certificate)*

Full Name

Date of birth

Residential address *(PO BOX not accepted)*

Daytime telephone number

Email address

Company name *(if applicable)*

Australian Business Number *(if applicable)*

Australian Company Number *(if applicable)*

**Signature of Authorised Agent**

**Date signed**

I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.