

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**.

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
- 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)

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.

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.