

Correct an entry - funeral director

About this application form

This application can be used by funeral directors to apply for a correction to a death registration, after the registration has been processed.

Funeral directors have up to **30 days** after the date of the registration to apply for a correction.

You may be required to provide supporting evidence. Please read the Registry's *Correcting information in the Births, Deaths and Marriages Register and Certificates Policy* before applying.

Making a correction before a death is registered: If you need to make a correction before a death has been registered, you need to email bdm-edeadths@customerservice.nsw.gov.au with the following:

1. Subject line: QUICK AMENDMENT ENQUIRY-[deceased name]
2. In the body of the email, write what amendment you require.

Correcting a death registration after 30 days: If more than 30 days have passed since the death was registered, only a person listed on the death certificate or the original informant who provided the details to the Registry can request a correction. To do so, they must complete the 'Correct an entry' form available at nsw.gov.au/bdm.

What corrections can be requested

Corrections can be made for administrative errors such as spelling mistakes. You will need to provide clear evidence that an error was made at the time of registration by the person who completed the original application or the Registry.

Note: If you are requesting the addition or removal of de facto partners, spouses, or children of the deceased, this will require an investigation. The Registry will also need to contact the relevant parties involved.

Warning

It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1995*.

It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents.

Penalties apply.

Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our Access Policy and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our Privacy Collection Notice, available at www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice.

How to submit your application

By email

Email this form as an attachment with the subject line "Funeral Director Amendment [death registration number]" to BDMAmendments@customerservice.nsw.gov.au

By post

Please post your completed application, and any supporting evidence (if required) to:

Amendments
NSW Registry of Births, Deaths & Marriages
GPO Box 30, Sydney NSW 2001.

Note: Service NSW cannot accept these applications.

Translating and Interpreting Service

Phone: 131 450
NRS: 1300 555 727 (hearing or speech impaired)

Read before completing form – important information

- All sections of this form must be completed.
- You can complete this form digitally then print, or you can print this form and fill it out with black or blue pen.
- Use BLOCK letters and write clearly.

Part A – Applicant's details

First name

Other given name/s or middle names (optional)

Family name (surname)

Contact number

Email address

Applicant's funeral director business name

Part B – Deceased person's details

First name

Other given name/s or middle names (optional)

Family name (surname)

Part C – Details of death

Date of death

Issued certificate registration number (often located top right of official certificates. e.g. 1234567/2022)

/

Barcode number that appears on the back (bottom of the page) of the death certificate

Note: As a requirement of completing this form, you must declare on page 3 that you will/have destroyed any certificate with the incorrect information and have recorded the barcode of the certificate. If you do not have the certificate in your possession, and are unable to ensure it is destroyed, you are not eligible to complete this form and sign the declaration.

Part D – Postal address

Street address

Suburb/Town/City

State/Territory

Postcode

Country

Part E – Details of correction

Documents supporting the correction request must be provided.

Describe the error you are requesting to correct and where the error appears on the certificate.

Example: The deceased's middle name, "James", is not recorded. It has been omitted from the deceased's 'other given names' section of certificate.

Describe how the error occurred

Example: A typo / family provided additional information at a later date, etc.

Write the error as it appears on the certificate

Example: William Citizen

Write your correction

Example: William James Citizen

Part F – Declaration

I declare that the information I have provided is true and correct. I have read and understand all the information and instructions in this document including the information about privacy. I understand 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.

I declare that I have provided evidence documents to support my request.

I declare that I will/have destroyed any certificates with the incorrect information and have recorded the barcode of the certificate on this application.

Signature of funeral director

Date signed