

# Request for original registration form

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

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## 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.

## Privacy

The Registry is collecting the information in this form so that we can respond to your request. You do not have to provide your information to us but, if you do not, we will not be able to provide the service you have requested. For information about how we handle your personal information, including who we may disclose it to, see our [Privacy Collection Notice](https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice), available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

## Warning

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.

## Identification

Any identity information or documents that we ask you to provide must be accurate and confirm your correct identity.

## 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)

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

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## 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.

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### Category 1

**If born in Australia:**

Australian birth certificate

**If born overseas:**

Australian citizenship certificate

New Zealand citizenship certificate

New Zealand birth certificate

Proof of permanent residency from the Department of Immigration and Border Protection

### Category 2

Australian driver licence

Australian passport

Australian firearm licence

Foreign passport

Photo card issued by a government agency

### Category 3

Medicare 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

### Category 4

Utility account (electricity, gas, water)

Rates notice

Centrelink concession card

Current tenancy or lease agreement

Superannuation fund statement

(PO boxes and bank statements are NOT accepted).

# Request for original registration form

Births Deaths and Marriages Registration Act 1995 (BDMR Act) ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.

**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 \$58 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          |

## Application 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>		Reason for applying <i>(e.g. legal, financial, etc)</i>	
Family name			
First given name		Other given names	
Address			
Suburb/Town/City			
State/Territory	Postcode	Country	
Postal address <i>(if different from above)</i>			
Suburb/Town/City			
State/Territory	Postcode	Country	
Contact number		Email Address	
<p>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 that it is an offence under Part 5A of the <i>Crimes Act 1900</i> to provide false or misleading information or documents and that it is an offence under the <i>Births, Deaths and Marriages Registration Act 1995</i> to make a false or misleading representation in an application, notice or document.</p>			
Applicant’s signature		Date signed	

## Event details required *(Please ensure these fields are completed).*

Date of event	Registration No. <i>(if known)</i>
Family Name <i>(for a marriage application, partner one’s name)</i>	
Given names	
For marriage application <i>(partners two’s full name)</i>	
Place of event <i>(Town/City)</i>	

## Payment details *(Complete this for mail applications only).*

Total Amount \$	Please debit my: AMEX	Mastercard	Visa	Contact Service NSW on 13 77 88 to discuss alternate payment methods if required
Card number				
Name of cardholder			Expiry date	
Signature of cardholder				