

# Application for fee waiver – cover sheet for registration and/or certificate application

## About this application

Use this form to request a fee waiver from the Registry. Submit by post to the Registry or in person at Service NSW with the application for a certificate and/or registration and supporting documentation. The Registry will assess your eligibility under the Fee Waiver Policy and may contact you for more information. If approved, you won't have to pay the fee. If declined, you will be sent an email with the reason for the decision and a secure link to pay the fee. Please note, your application won't be eligible for priority processing, international postage, or a Registry service not listed in the Fee Waiver Policy. An application for more than one service can be submitted at the same time e.g. a change of name and a birth certificate. The Registry will generally not grant a fee waiver for a service that was previously provided for free. View the policy at [nsw.gov.au/bdm/fee-waiver-policy](https://nsw.gov.au/bdm/fee-waiver-policy).

## Eligibility & evidence

Select the eligibility category that applies to your circumstances and tick the box confirming you have the related supporting document.

### Category A: Legal

An order, direction, warrant or finding of an Australian court or tribunal, as part of a statutory oversight or investigative process or to meet obligations under the Hague Apostille Convention.

Copy of a court order or other legal document

### Category B: Recent incarceration

Copy of the prison release form or a letter from a Youth Justice case manager within 3 months of release.

### Category C: Impacted by former government policies

A letter of support confirming eligibility from an Australian government agency or recognised community service provider.

Letter of support

### Category D: Impacted by a declared natural disaster, war or terrorism

A letter of support confirming eligibility from an Australian government agency or recognised community service provider within 6 months of the event. A letter is not required if the customer is applying at a NSW Government Recovery Centre or Recovery Assistance Point following a natural disaster.

Letter of support, or

Any evidence of a NSW residential address in a declared natural disaster area.

### Category E: Financial and other form of hardship

A letter or document confirming eligibility under at least one of the following circumstances:

#### Domestic violence or other forms of violent crime:

AVO or a letter from Australian government agency or recognised community service provider.

#### Homelessness or housing instability:

Letter from Australian government agency or recognised community service provider.

#### Serious injury, acute medical condition, or chronic long-term illness:

Letter or documentation from a medical professional.

#### Personal disaster resulting in significant property loss (e.g., house fire, burglary):

Police report, insurance report, or letter from Australian government agency or recognised community service provider.

#### Identity-related crime:

Police report, or letter from Australian government agency or recognised community service provider.

**AND** evidence of financial hardship with one of the following:

Healthcare Card

Pensioner Concession Card

DVA Gold Card

Confirmation of Entitlement (or another form of evidence from Services Australia).

## Applicant details

First name

Other given name/s or middle names (optional)

Family name (surname)

Signature of applicant

Date signed

## Privacy

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

## Service NSW use only – Service Centre staff.

Select application(s) received with fee waiver evidence.

### Certificates:

Birth

Death

Marriage

Change of name

Recognised details

IBC

### Registrations:

Change of name

Change of sex

### Exceptional circumstances:

Letter from SC