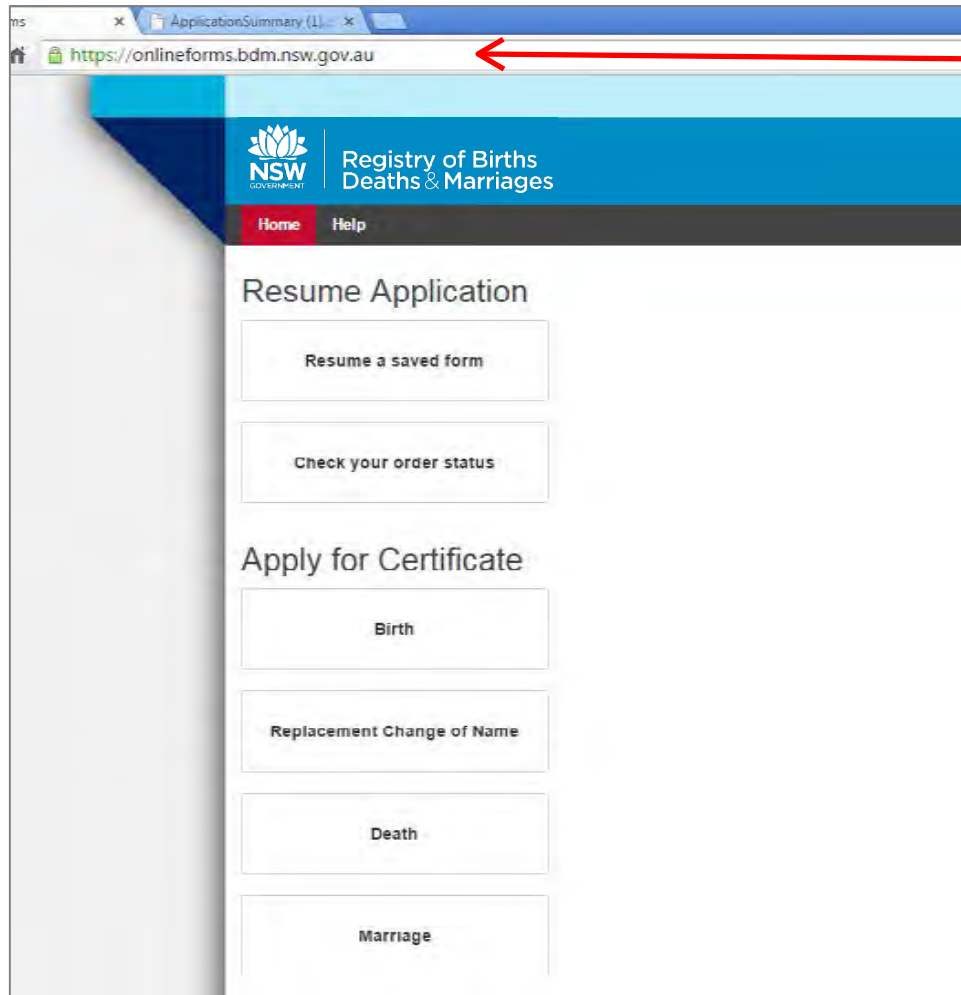# Help Guide

Completing an online application…

Getting started

In your browser enter:
onlineforms.bdm.nsw.gov.au

You will see page at left

Suggested web browsers:
• Internet Explorer 11
• Chrome
• Safari

The online form is also tablet and mobile friendly.

Apply for a Certificate

Apply for Certificate

Birth

Replacement Change of Name

Death

Marriage

Online applications are available for
• Birth certificate
• Replacement Change of Name
• Death certificate
• Marriage certificate

Make your selection

You can only apply for
life events registered in NSW.

Birth Details

Application for a Birth Certificate

Birth Details	**Birth Details**
Applicant Details	Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.
Certificate Order	
Delivery and Payment	
Identification	PLACE OF BIRTH
Add Attachments	**Born or Adoption Registered in NSW**
Confirm Order	○ Yes ○ No
Summary	

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

○ Yes   ● No

If the birth was outside of NSW, then you need to apply to the Registry office in that state or territory. Click on the link for <u>interstate registries</u> contact details.

The details screen opens.

Select **Yes** if you are applying for a life event registered in NSW.

If registered in another state, select **No** and you will see the link to interstate registries contact information.

Additional fields

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW
◉ Yes   ○ No

Place of Birth in NSW

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

First Given Name

Other Given Name(s)

Registration Number Known?
○ Yes   ◉ No

Date of Birth Known
◉ Yes   ○ No

Date of Birth
dd-mm-yyyy

Once you select **Yes**, you will see some additional fields appear on the screen.

Handy tips

If you hover your mouse over each field you will see help tips to assist you.

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

⦿ Yes   ○ No

Place of Birth in NSW

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Place of Birth in NSW

Please enter the Suburb / Town / City where the registered person was born.

Mandatory fields

Place of Birth in NSW

The Suburb or Town of Birth must be provided

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Family Name at Birth must be provided

First Given Name

First Given Name must be provided

For birth certificates you must complete the following fields:

Details of registered person
• Place of Birth in NSW
• Family Name at Birth
• First Given Name
• Date of Birth

Parent One
• Current Family Name
• Family Name at Birth
• First Given Name

If you do not complete a mandatory field, you cannot progress to the next page and you will see the fields highlighted in red.

Completing the form

PLACE OF BIRTH

Born or Adoption Registered in NSW

● Yes ○ No

Place of Birth in NSW

Sydney

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Citizen

First Given Name

John

Other Given Name(s)

Registration Number Known?

○ Yes ● No

Date of Birth Known

● Yes ○ No

Date of Birth

01-01-1971

PARENTS DETAILS

Parent One

MOTHER ▼

Current Family Name

Citizen

Family Name At Birth

Jones

First Given Name

Jane

Other Given Name(s)

Parent Two

FATHER ▼

Current Family Name

Citizen

Family Name At Birth

Citizen

First Given Name

James

Other Given Name(s)

Complete the form on the screen. If you are unsure of the registration details enter **Unknown**.

Next

NSW GOVERNMENT

Unsure of the date of event?

Date of Birth Known

○ Yes   ● No

Date of Birth From

dd-mm-yyyy

Date of Birth To

dd-mm-yyyy

Parent Two

FATHER ▾

Current Family Name

Citizen

Family Name At Birth

Citizen

First Given Name

James

Other Given Name(s)

[Next]

If the date of event is not known, select **No** and you can enter a date range.

The Registry will search for the event within the dates requested.

Once you complete the details, click **Next.**

Applicant Details

Application for a Birth Certificate

Birth Details
Applicant Details
Certificate Order
Delivery and Payment
Identification
Add Attachments
Confirm Order
Summary

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Please Select ▼

Reason for Certificate

Please Select ▼

Who can apply

APPLICANT DETAILS

Family Name

First Given Name

Other Given Name(s)

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Self ▼

Please Select
Child
Guardian
Legal Practitioner ▼
Other
Parent
Power of Attorney
Self

APPLICANT DETAILS

Relationship to Registered Person

Please select your relationship to the subject.

You will then see the **Applicant Details** screen on the left.

Select your relationship to the registered person from the drop down list. If you are applying for your own certificate, select **Self**.

You must be an authorised person to apply for a certificate. If you are not the Registry will contact you to request further details or advise that your application cannot be processed.

Applicant Details

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Please Select ▾

Relationship to Registered Person must be provided

Reason for Certificate

Please Select ▾

Reason for certificate required

To progress your application you must complete the mandatory fields listed below:

Application Details
•Relationship to Registered Person
•Reason for Certificate
Applicant Details
•Family Name
•First Given Name
•Email Address
Residential Address
•Address Line 1
•Suburb/Town/City
•State/Territory
•Postcode
Postal Address
•Address Line 1
•Suburb/Town/City
•State/Territory
•Postcode

If you do not complete the mandatory fields you will not be able to complete your application and you will see the fields highlighted in red.

Applicant Details

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Self ▾

Reason for Certificate

Passport ▾

APPLICANT DETAILS

Family Name

Citizen

First Given Name

John

Other Given Name(s)

Contact Number

0411223344

Email Address

john.citizen@bmail.com

Complete all mandatory fields in the Applicant Details screen

Only complete the **Other Details** section if you are applying on behalf of an organisation.

OTHER DETAILS

If you are applying on behalf of an organisation, please provide the details.

Organisation Name

Organisation Reference

Applicant Details

RESIDENTIAL ADDRESS

Country

Australia ▼

Quick Address Search

123 West St

123 West Street, BALGOWLAH NSW 2093
123 West Street, EDEN NSW 255
123 West Street, GUNDAGAI NSW 2722
123 West Street, SOUTH HURSTVILLE NSW 2221
123 West Street, ALLENSTOWN QLD 4700

ℹ Quick Address Search

Please start typing your address and the system will find matches for you to select. If no matches are found you can enter your address manually, ignoring the suggestions.

Search

Address Line 1

Address Line 2

Suburb / Town / City

State/Territory

Please Select ▼

Post Code

Complete the **Residential Address** section by entering the street address in the Quick Address Search field and select **Search**.

The address should appear in the drop down list. If it does not you can enter the address in the fields below.

If the address appears in the drop down list select it and the form will automatically populate.

Applicant Details

RESIDENTIAL ADDRESS

Country

Australia ▼

Quick Address Search

123 West Street, EDEN NSW 2551

[Search]

Address Line 1

123 West St

Address Line 2

Suburb / Town / City

EDEN

State/Territory

NSW ▼

Post Code

2551

If the address appears in the drop down list select it and the form will automatically populate.

If you have an overseas address, select the **Country** and an **International Address** field appears.

RESIDENTIAL ADDRESS

Country

United Kingdom ▼

International Address

Applicant Details

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☐ Same as Residential Address

Country

Australia ▼

QAS Address Search

Search

Address Line 1

Address Line 2

Suburb / Town / City

State/Territory

Please Select ▼

Post Code

Next

If your postal address is the same as your residential address, select Same as Residential Address. You will then see the below screen.

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☑ Same as Residential Address

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Next

If your postal address differs from your residential address, enter the postal address as per previous step.

Applicant Details

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☑ Same as Residential Address

[ ] I'm not a robot — reCAPTCHA
Privacy - Terms

Next

Suburb / Town / City

EDEN

State/Te

NSW

Post Cc

2551

POSTA

Please

☑ Same

Next

and disclai

Select all images with a **store front**.

C 🎧 ⓘ   **VERIFY**

Select **I'm not a robot**.

You will see a similar screen to bottom left. Select the images as instructed.
An example is **Select all images with a shop front**. Then click **Verify**.

You will see the below screen. Select **Next**.

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☑ Same as Residential Address

✓ I'm not a robot — reCAPTCHA
Privacy - Terms

Next

Certificate Order

You see the **Certificate Order** screen.

Your application is now saved. This means so you come back and complete your online form at a later time. You will see an **Online Reference Number (ORN)**.

From the **Certificate Order** screen you can select the type and quantity of certificate/s you wish to apply for by selecting from the drop down list.

Once your selection has been made select **Next** at the bottom of the screen.

Delivery and Payment

Application for a Birth Certificate

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Delivery and Payment

DELIVERY DETAILS

Your certificate will be mailed to you. Postage and handling fees apply. A does not include postage time. Priority applications will be processed wit (excluding postal delivery time). Standard application will be processed w (excluding postal delivery time). For fees and turn around times visit the Registry's website.

Priority

○ Yes   ◉ No

If you require a copy of the certificate to be faxed to an Australian passp consulate or Australian embassy please select the option and provide the Requests to fax certificates to other locations will not be actioned. Click on the link to view the list of Australian overseas missions: http://www.drat.gov.au/missions. Please note you must make prior arrangements with the passport office to accept a faxed copy of the certificate.

Faxed Copy?

○ Yes   ◉ No

You will now see the **Delivery and Payment** screen.

If your application is urgent select **Yes** for **Priority**. *Note:* There is an additional fee for urgent applications.

If you require your certificate to be faxed to an Australian passport office, consulate or embassy select **Yes** for **Faxed Copy?**

NSW Registry of Births Deaths & Marriages

Completing an online application   18

Delivery and Payment

DELIVERY ADDRESS

John Citizen
123 West St
EDEN NSW 2551
Australia

Please note: We only ship to the address which you have provided in your application form. If you need to have it shipped to a different address, you will need to modify your application with this address in the Applicant details section.

YOUR ORDER ITEMS

Type	Quantity		Cost (each)	Total
Birth Certificate - Ordinary	1 ▼		$45.00	$45.00
Birth - Hand Print Pink Commemorative	1 ▼	Remove	$24.00	$24.00
Registered Mail	1 ▼		$8.00	$8.00
			Total	$77.00

Please note: Refunds will not be granted for change of mind or if the certificate is no longer required. See the Registry's refund policy for further information.

Next

Check to ensure the **Delivery Address** is correct.

Check to ensure **Your Order Items** are correct. If all the details are correct, select **Next**.

If any of the details are incorrect you can go back and correct the details by clicking on the widget on the left.

Birth Details
Applicant Details
Certificate Order
Delivery and Payment
Identification
Add Attachments
Confirm Order
Summary

Delivery and Payment

DELIVERY DETAILS

Your certificate will be mailed to you. Postage and handling fees apply. Advertised processing times does not include postage time. Priority applications will be processed within 4 working days (excluding postal delivery time). Standard application will be processed within 10 working days (excluding postal delivery time). For fees and turn around times visit the Registry's website.

Priority
○ Yes ● No

If you require a copy of the certificate to be faxed to an Australian passport office, Australian consulate or Australian embassy please select the option and provide the requested details. Requests to fax certificates to other locations will not be actioned. Click on the link to view the list of Australian overseas missions: http://www.dfat.gov.au/missions. Please note you must make prior arrangements with the passport office to accept a faxed copy of the certificate.

Faxed Copy?
○ Yes ● No

Identification

You must supply identification with your online form. Select three documents from Category 1 to Category 4 and then select **Next**.

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

- Birth Details
- Applicant Details
- Certificate Order
- Delivery and Payment
- Identification
- Add Attachments
- Confirm Order
- Summary

Use this to access the saved application. ✕

Identification

Please see list below of the documents the Registry will need to prove your identity before processing the application. For more information about how the Registry protects your privacy, please visit our website.

Category 1
- ☐ Australian Birth Certificate
- ☐ New Zealand Citizen Certificate together with Passport
- ☐ Australian Citizen Certificate
- ☐ New Zealand Birth Certificate

Category 2
- ☐ Australian Drivers License (Current)
- ☐ Australian Passport (Current)
- ☐ Proof of Age Card
- ☐ Foreign Passport

Category 3
- ☐ Firearms License (Current)
- ☐ Medicare Card
- ☐ Security Guard/ Crowd Control License
- ☐ Tertiary Education Institution ID Card
- ☐ Centrelink or Department of Veterans Affairs Card

Category 4
- ☐ Recent Utility Account
- ☐ Lease Agreement (Current Address)
- ☐ Rates Notice (Current Address)

Next

Category 1
- ☐ Australian Birth Certificate
- ☐ New Zealand Citizen Certificate together with Passport
- ☐ Australian Citizen Certificate
- ☐ New Zealand Birth Certificate

Category 2
- ☑ Australian Drivers License (Current)
- ☐ Australian Passport (Current)
- ☐ Proof of Age Card
- ☐ Foreign Passport

Category 3
- ☐ Firearms License (Current)
- ☑ Medicare Card
- ☐ Security Guard/ Crowd Control License
- ☐ Tertiary Education Institution ID Card
- ☐ Centrelink or Department of Veterans Affairs Card

Category 4
- ☑ Recent Utility Account
- ☐ Lease Agreement (Current Address)
- ☐ Rates Notice (Current Address)

Next

Add Attachments

Application for a Birth Certificate

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

Document Number

Choose File   No file chosen

MEDICARE CARD OF THE APPLICANT

Where is this?

Document Number

Choose File   No file chosen

Use t
appli

You will now see the **Add Attachments** screen.

Enter the **Document Number**. If unsure of which number to enter, select **Where is this?** and you will see the below in another screen.

Driver Licence
New South Wales, Australia

MR SAMPLE CUSTOMER
1 SAMPLE ST
SAMPLEVILLE NSW
2000

Card Number
9 999 999 999

Licence No.
99999999

Donor
A

C

Date of Birth
07 OCT 1980

Licence Expires
21 JUL 2009

SAMPLE

Licence Number

Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

Document Number

1212121212

Choose File No file chosen

To add scans or photocopies of your identification, select **Choose File**. Can be JPEG, PDF or TIFF file. Maximum file size is 20MB.

Filenames must be alphanumeric with no spaces, dashes, or underscores. Example: mypassport19.jpg

Search for the file you wish to attach, select the file and then select **Open**.
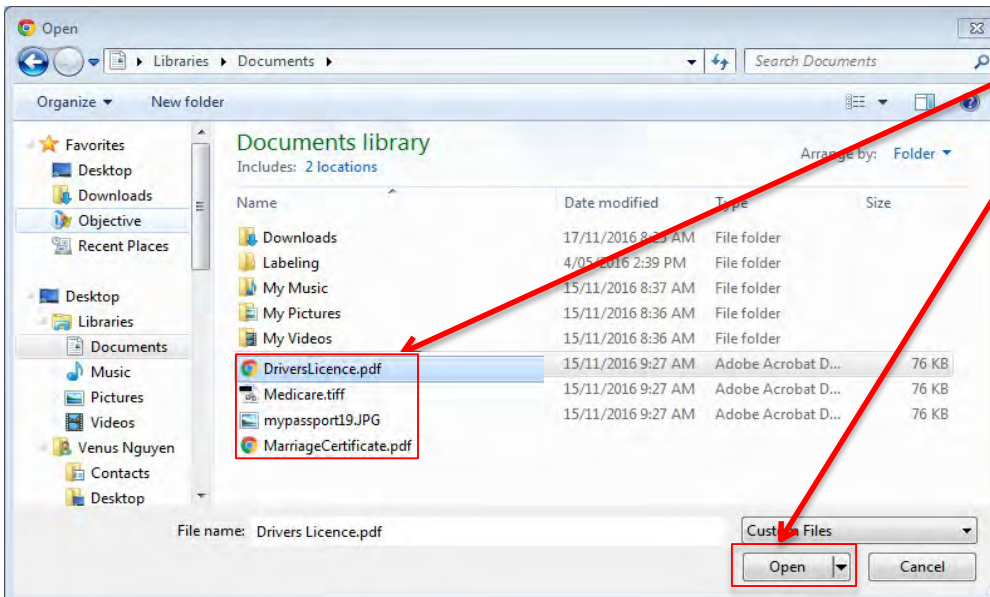
Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

Document Number

123123123

Remove Attachment | **Drivers Licence.pdf**

MEDICARE CARD OF THE APPLICANT

Where is this?

Document Number

321321321321

Remove Attachment | **Medicare.pdf**

RECENT UTILITY ACCOUNT OF THE APPLICANT

Where is this?

Document Number

112233112233

Remove Attachment | **Utility Bill.pdf**

Add attachments for all three identification documents.

If your scan has all three identification documents on one file, you will need to attach the file three times.
Then select **Next**.

Confirm Order

You see the **Confirm Order** screen.

Check to confirm your order is correct.

Terms and Conditions

TERMS AND CONDITIONS

1. The NSW Registry of Births Deaths & Marriages administers the Births, Deaths and Marriages Registration Act 1995 (NSW). The information required on this form is collected under the provisions of this Act. This legislation is available at: www.legislation.nsw.gov.au.
2. The information held by the Registry may be used for statistical purposes and by law enforcement agencies as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies (including the Passports Office, the Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities) and to authorised non-government agencies.
3. To protect your privacy, the Registry requires proof of your identity. In line with the Privacy and Personal Information Protection Act 1998 (NSW), the Registry is collecting this information so that it can determine your eligibility to obtain this certificate, and to prevent fraud.
4. By completing this application form you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application. This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths and Marriages, law enforcement agencies, the Department of Foreign Affairs and Trade, the Department of Immigration and Citizenship, and motor vehicle or drive licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided to us in making your application. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.
5. Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (CertValid) or the National Document Verification System (DVS). Documents issued by this office may also ve verified by other organisations using CertValid and/or DVS.
6. I understand that it may be an offence to give false information in this application.

False Information: If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57 - False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar's powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

*By clicking on the 'I agree' box and submitting this application I certify that I have read and understood all the information outlined in the declaration above.

☑ I agree

[Proceed to Payment]

Read the **Terms and Conditions** and then select **I agree**.

Select **Proceed to Payment**.

Payment Details

Payment Details

Fields marked with an asterisk (*) are mandatory.

Click **Next** to proceed to the confirmation page where you can review your payment details.

Order number	9101836201610tg
Payment amount	$77.00 AUD
* Card holder name	John Citizen
* Credit card number	4242424242424242
* Expiry date (mm/yy)	01 / 19
* Card verification number (CVN)	215 What's this?

To ensure you do not lose any data, use **Next** to continue.

Cancel   Next >>

You see the **Payment Details** screen.

Enter the **Payment Details** and then select **Next>>**

Confirmation

Confirmation

Please confirm your payment details.

Order number	9101836201610tg
Payment amount	$77.00 AUD
Card holder name	John Citizen
Credit card number	424242xxxxxxx242
Expiry date (mm/yyyy)	01 / 19
Captcha verification code	49649

Unclear? Generate a new Captcha verification code

Enter Captcha verification code here   49649

To ensure you do not lose any data, use Back to move to the previous screen. When you are ready to make your payment, click Make Payment below.

<< Back   Cancel   Make Payment >>

You will now see the **Confirmation** screen.

Enter the Captcha verification code and select **Make Payment>>**
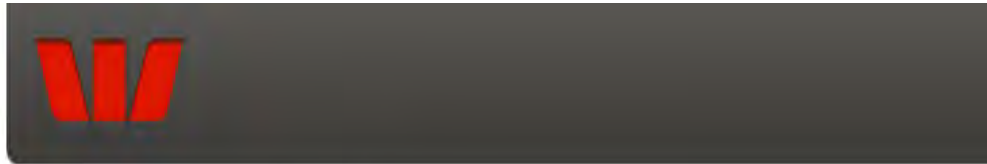
Online Payment Receipt

Your payment has been received and the order will be processed shortly. Please refer to www.bdm.nsw.gov.au for current processing times.

For further information regarding your order, please call 13 77 88 and quote:

Receipt number	1016706100
Order number	9101836201610tg
Date	17 Nov 2016 09:24
Payment amount	$77.00 AUD
Card holder name	John Citizen
Credit card number	424242...242
Expiry date (mm/yy)	01 / 19
Send receipt email to	

If your payment is successful you will see the **Online Payment Receipt** screen.

Note: A Tax Invoice will automatically be sent to your email.

If you wish to receive an Online Payment Receipt, enter your email address in the **Send receipt email to** field and click **Send**.

Select **Finish**.

You have now completed your online form. The Registry will process your request and email you if further information is required.

Summary

You can print your application form by selecting **View printer friendly application form**.

Printing your application

Once you select **View printer friendly application** you will see this screen. You can either print this page or select **Download PDF**.

Printing your application

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW
Yes

Place of Birth in NSW
Sydney

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth
Citizen

First Given Name
John

Other Given Name(s)

Registration Number Known?
No

Date of Birth Known
Yes

Once you select **Download PDF**, the file will download and display at the bottom of your screen. Select the file and you will see this screen. You can now print your application form from this screen.

ApplicationSummary...pdf