

# Adding a parent's details to a pre adoptive birth registration

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

## Eligibility

To apply to add a parent to a birth registration, the birth must be registered in NSW.

### Add a father/parent

- In some circumstances the Registry can add a biological father to the pre adoptive birth registration when the subject of the birth applies for the details to be added.
- The Registry may require a Parentage Testing DNA report or a court order to confirm paternity. DNA result evidence must be provided from laboratories authorised under the Family Law Regulations to conduct DNA parentage testing. Further information on authorised laboratories can be found at [www.ag.gov.au/families-and-marriage/families/children-and-family-law](http://www.ag.gov.au/families-and-marriage/families/children-and-family-law)
- The Registry may ask for further evidence to support the application, such as documentation from the time of the adoption.

### Identification

The applicant must provide at least three forms of ID from the Category lists:

- One form of ID must confirm current residential address.

Original ID can be certified by one of the following:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Registry or Service NSW staff

### Statutory Declaration

A person authorised to witness a statutory declaration is a:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Person authorised to administer an oath under s.26 of the *Oaths Act 1900*

## Checklist

### Application to supply

Completed & signed statutory declaration  
 ID certified by an authorised witness  
 Evidence of place of birth of the parent  
 Returned all original birth certificates of the subject  
 Relevant court orders (if any)  
 DNA tests (conducted in accordance with the *Family Law Act 1975*, if any)

### Category 1

Australian birth certificate  
 Certificate of Australian Citizenship  
 New Zealand Citizenship together with New Zealand passport  
 New Zealand birth certificate

### Category 2

Australian or foreign passport  
 Australian driver's licence  
 Australian firearms licence  
 Photo card issued by a government agency

### Category 3

Medicare card  
 Private health care card  
 Centrelink card  
 Australian Department of Veteran's Affairs card  
 Australian security guard licence or crowd control licence  
 Student or tertiary identity card

### 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.*

# Adding a parent's details to a pre adoptive birth registration

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

---

## 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 <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

## Options to lodge

**You can complete this fillable form on your computer by typing in responses for each field.**

### By post

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

*Do not mail originals of your ID. Attach clear copies certified by an authorised witness (see page 1).*

### In person

#### Service NSW Service Centre

Find locations at: [www.service.nsw.gov.au](http://www.service.nsw.gov.au)

- Bring your original identification to be certified.

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

# Adding a parent's details to a pre adoptive birth registration

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

## Statutory declaration

This statutory declaration should be completed by the person requesting the parent's details to be added to the child's birth registration. Please initial all corrections. Do not use white out.

## 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.

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

## Subject's birth details

Family name

Given names

Date of birth

Sex: Male Female

Place of birth

## Parent's details to be added

Family name

Family name  
*(at their own birth)*

Given names

Indicate how the parent will be recorded on the certificate. *(Tick one box only)*

Father Parent

Date of birth

Age at birth of child

Place of birth

*(Provide evidence as per page 1)*

Usual occupation

*(at time of the child's birth)*

Main tasks

*(e.g. office work)*

Is the parent to be added of Aboriginal or Torres Strait Islander origin? *(Tick one box only)*

Aboriginal origin

Torres Strait Islander origin

Both Aboriginal and Torres Strait Islander origin

Neither

## Adding a parent's details to a pre adoptive birth registration

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

---

### Marriage details (if parents are married)

If your birth parents were married outside of NSW, please include a copy of their marriage certificate..

Date of marriage

**Place of marriage**

Suburb/Town/City

State/Territory

### Reasons for amendment

Provide full reasons why the other parent's details were not included at the time of the child's birth.  
You may provide documentary evidence to substantiate your claim.

# Adding a parent's details to a pre adoptive birth registration

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

## Applicant's declaration

- I declare that the information I have provided is true and correct.
- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a parent's details to a birth registration.
- I have read and understand all the instructions in this document including the information about privacy.
- I hereby solemnly and sincerely declare that I have read all the information contained in this document, and I request the Registrar to include the details of the other parent with the information provided on my original birth registration.

Your current full name

Current residential address

Suburb/Town/City

Country

Daytime contact number

Email address

Signature of declarant

Date signed

## Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness must sight one identity document (original or certified copy).

**I certify the following matters concerning the making of this statutory declaration by the person who made it:**

*[\*cross out any text that does not apply]*

- \*I saw the face of the person OR
- \* I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- \*I have known the person for at least 12 months OR
- \*I confirmed the person's identity using an identification document and the document I relied on was:  
*(describe document relied on)*

Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of authorised witness

Date signed

# Payment details

## adding a parent's details (pre adoptive)

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).*

**Select certificate type and quantity you wish to receive** – e.g. '1' Standard birth certificate

**Standard pre adoptive birth certificate/s**

**Integrated Birth Certificate** *(For fees, see our website)*

### Applicant details *(Details of person completing this application)*

Family name

Given name/s

Address

Suburb/Town/City

State/Territory

Postcode

Country

Postal Address

*(if different from above)*

Suburb/Town/City

State/Territory

Postcode

Country

Phone number

Email address

Signature

of applicant

International Registered Post *(if required)*

### Child's details at birth

Date of birth

Present age

Family name

Given name(s)

Place of birth

*(Suburb/Town/City)*

**Payment details** Please refer to [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm) for fees.

*\*Cheques payable to NSW Department of Customer Service*

Total Amount \$

Please debit my: AMEX

Mastercard

Visa

or enclosed is a cheque\*/money order

Card number

Cardholder's name

Expiry Date

Signature

of cardholder

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.