

# Application to correct an entry

## Who can correct an entry?

This form is to correct information in the register of the NSW Registry of Births Deaths & Marriages. The *Births, Deaths and Marriages Registration Act 1995* allows for records to be corrected and supporting evidence may be required. Applicants must provide identification.

### Important:

Do **not** use this application for the following services. You must use the correct application form for each:

- To **change a name**, use the **change of name** application form.
- To **change a sex**, use the **change of sex application** form.
- To **add a parent's details** to a birth registration, use the **adding a parent's details to a birth registration** form.
- To **remove a parent's details** from a birth registration, use the **removing a parent's details from a birth registration** form.

All application forms are available on our website: [www.nsw.gov.au/family-and-relationships/name-changes-and-corrections](http://www.nsw.gov.au/family-and-relationships/name-changes-and-corrections)

### Birth register

Applications can only be made by the person who is registered on the certificate. If the registered person is under the age of 18 years, his application should be made by both parents if listed on the birth registration. The Registry may request further information. Other parties who wish to apply should contact the Registry.

### Relationship Register

Either or both applicants in the relationship can make an application. Other parties who wish to apply should contact the Registry.

## Identification (ID)

Provide at least three types of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three. At least two must be from category 3. One ID must show your current residential address. All documents must be current (except foreign passports).

Category 1	Category 2	Category 3	Category 4
<b>If born in Australia:</b> Australian birth certificate <b>If born overseas:</b> Australian Citizenship certificate New Zealand Citizenship certificate New Zealand birth certificate	Australian driver's licence Australian passport Australian firearms licence Foreign passport Photo card issued by a government agency	Medicare card Centrelink card or Department of Veteran's Affairs card Australian security guard licence or crowd control licence Student or tertiary identity card	Recent utility account (electricity, gas, water) issued within last six months with current residential address. <i>Category 4 documents must contain a current residential address (PO boxes and bank statements are NOT accepted).</i>

### Recognised details

Applications by the registered person only

### Marriage register

Applications can be made by:

- either partner, or both.
- a marriage celebrant, if the marriage was registered in the last two months.
- other parties who wish to apply should contact the Registry.

### Change of name register

For an adult, the application can be made by the registered person only. For a child, applications must be made by both parents, if they are both listed on the birth registration.

### Death register

Applications can be made by:

- the next of kin listed on the death certificate
- the informant or person who provided the particulars to the Registry at the time of death
- a funeral director, if the death is registered in the last two months.

Only the doctor who provided the original information to the Registry or the Coroner can make changes to the details of the cause of death. Other parties who wish to apply should contact the Registry.

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## How we deal with your information

### 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>.

If there are discrepancies, we may require you to correct any errors with the issuing agency before being able to process your application.

### Your ID documents

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

### 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.

## Options to lodge

### 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

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)

### Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

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



# Application to correct an entry

Notification number  
(Office use only)

Application starts here

Type of record to be corrected (please tick which applies)

Birth

Marriage

Relationship Register

Death

Change of name

Recognised Details

Registration number

Date of event

Name of subject

Family name

Given name/s

Name of applicant one making declaration

Family name

Given name/s

Name of applicant two making declaration (if applicable)

Family name

Given name/s

Applicant one's residential address

Address

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Applicant two's residential address (if applicable)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

# Application to correct an entry

**Applicant's postal address** *(if different from above)*

Address

Suburb/Town/City

State/Territory                      Postcode                      Country

Your relationship to the person registered

Reason for requesting this correction:

**Applicant's Declaration**

Evidence documents should be provided to support the amendment request.  
I declare that the following error/omission has been noted on the Register and I request the Registrar to correct the entry as follows:

**Current information in Register**

**New information / amendment**

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## 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 that 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.

Signature of applicant one

Date

Full name of applicant one

Signature of applicant two (if applicable)

Date

Full name of applicant two (if applicable)

Signature of witness\*

Date

Full name of witness

\*Witness must be 18 years or over

## Return/replacement of certificates

I understand that any paper certificates with the incorrect information must be returned to the Registry under the provisions of Section 59(3) (c) of the *Births, Deaths and Marriages Registration Act 1995*. Any digital certificates will be cancelled. If the correction to the register was not due to an error by the Registry, a further certificate would need to be purchased. In cases where the Registry has made the error, a replacement certificate will be issued in exchange for the incorrect certificate.