



# JOINT APPLICATION TO ADD FATHER'S DETAILS IN A CHILD'S BIRTH REGISTRATION

**You MUST return pages 1, 2 and 3 if applying via mail**

- Both parents must complete and sign this form to add the natural father's details in their child's birth registration
- This form can only be used where the parents are not married and the father's details are not presently recorded in the birth registration
- Only children born to the same parents before this child was born can be recorded in the birth registration as previous children
- If the surname of a child aged 12 years or over is to change as a result of this application, the child must also sign this form
- If both parents cannot complete this application, please contact the Registry for further assistance
- The fee payable for this application includes the issue of a replacement standard birth certificate. *(See Fees webpage – Correction of entry)*
- Payment may be made by cheque or money order payable to the "Registry of Births, Deaths and Marriages" or by MasterCard or Visa.

**Please note:**

The Registrar of Births, Deaths and Marriages can only add the details of a child's **natural** father.

## IDENTIFICATION REQUIREMENTS

See page 3 of this form or visit [www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au)

## PAYMENT DETAILS

**Applicant's Full Name:**

|   |                                     |                                  |   |
|---|-------------------------------------|----------------------------------|---|
| Enclosed is a cheque/money order* for \$  |                                     | <b>OR</b>                        |   |
| Debit my  | MasterCard <input type="checkbox"/> | or Visa <input type="checkbox"/> | for \$  |
| * Your cheque or money order should be made payable to the "Registry of Births, Deaths and Marriages" |                                     |                                  |   |
| Card No   | <input type="text"/>                | <input type="text"/>             | Expiry Date <input type="text"/> / <input type="text"/> |
| Name of Cardholder  | Signature of cardholder             |                                  |   |



## JOINT APPLICATION TO ADD FATHER'S DETAILS IN A CHILD'S BIRTH REGISTRATION

### Mother's name and address

|    |          |           |
|----|----------|-----------|
| I  |          |           |
| of | Postcode | Phone No. |

### Father's name and address

|    |          |           |
|----|----------|-----------|
| I  |          |           |
| of | Postcode | Phone No. |

do solemnly and sincerely **declare we have never been married to each other** and that we are the natural mother and father of the child named below. We request that the Registrar include details of the father and any previous children of the same parents, as stated below, in our child's birth registration.

### Father's details

|                          |                 |
|--------------------------|-----------------|
| Surname:                 | Given names:    |
| Date of birth:    /    / | Place of birth: |
| Occupation:              |                 |

### Child's details as registered at birth

|  |
|--|
| Full name  |
| born at           , WA on    /    /              |
| We wish to record our child's <b>surname</b> as: |

### Previous children of the same parents (Attach a separate sheet if required)

|           |                |                      |
|-----------|----------------|----------------------|
| Full name | Place of birth | Date of birth<br>/ / |
|           |                |                      |
| Full name | Place of birth | Date of birth<br>/ / |
|           |                |                      |

### Child's consent to change of surname:

If the surname of a child aged 12 years or over is to change as a result of this application, the child **must** sign this consent section.

|  |
|--|
| I (full name of child)                 |
| consent to my surname being changed to |

**Declaration:** I declare that the information I have provided is true and correct. I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the identity documents provided with this application.

|                    |                 |
|--------------------|-----------------|
| Child's signature: | Date:    /    / |
|--------------------|-----------------|

|                                |                                |
|--------------------------------|--------------------------------|
| Mother's signature:            | Father's signature:            |
| Date of application:    /    / | Date of application:    /    / |

**Please note:** It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1998*

## INSTRUCTIONS TO JOINTLY ADD FATHER'S DETAILS IN A CHILD'S BIRTH REGISTRATION

|   |   |
|---|---|
| <p><b>HOW TO APPLY</b></p> <p><b>POST</b> the completed form (pages 1-3) to:<br/>Registry of Births, Deaths &amp; Marriages<br/>PO Box 7720 Cloisters Square<br/>PERTH WA 6850 <span style="float: right;"><b>OR</b></span></p> <p><b>BRING</b> the completed form (pages 1-3) to:<br/>Registry of Births, Deaths &amp; Marriages<br/>Level 10, 141 St Georges Terrace Perth<br/>between 8.30 am - 4.30 pm, Monday to Friday</p> <p><b>Note: Faxed or emailed applications will not be accepted</b></p><br><p><b>IDENTIFICATION REQUIREMENTS</b></p> <p>When lodging this application to add father's details to a child's birth registration in Western Australia, evidence of both parents identity (and the child if aged 18 years or above) must be provided.</p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> provide at least <b>three</b> forms of identification:             <ul style="list-style-type: none"> <li>– One document from each List (1, 2 <b>and</b> 3).<br/>At least one containing a photograph; <b>or</b></li> <li>– One from List 1 and two from List 2.<br/>At least one containing a photograph, <b>or</b></li> <li>– Two from List 2 and one from List 3.<br/>At least one containing a signature.</li> </ul> </li> <li>• All forms of identification <b>MUST</b> be <b>current</b>.</li> <li>• Documents from List 3 <b>MUST</b> show your <b>current residential address</b>.</li> <li>• Bank statements, utility accounts or rates notices <b>MUST</b> have been <b>issued within the last six months</b>.</li> </ul><br><p><b>CERTIFICATION REQUIREMENTS</b></p> <p><b>Applying in person</b> - original documents must be provided.</p> <p><b>Applying by post</b> - please send clear <b>certified</b> photocopies of your identification documents with your application.</p> <p>Photocopies of identification will only be accepted if they are <b>certified by a qualified witness</b> as being "true copies" of the original documents. See page 3 for <i>Certifying documents</i>.</p> | <p>✓ Tick the forms of identification that are supporting your application</p> <p><b>LIST 1 - Evidence of link between photo &amp; signature</b></p> <p><input type="checkbox"/> <b>Australian driver's licence</b></p> <p><input type="checkbox"/> <b>Australian passport</b></p> <p><input type="checkbox"/> <b>Australian firearm's licence</b></p> <p><input type="checkbox"/> <b>Defence Force/Police ID card</b></p> <p><input type="checkbox"/> <b>Australian Citizenship Certificate</b> with evidence of residence status</p> <p><input type="checkbox"/> <b>WA Photo Card, Over 18 or Proof of Age Card</b></p> <p><input type="checkbox"/> <b>Australian learner driver's permit card</b></p> <hr/> <p><b>LIST 2 - Evidence of operating in the community</b></p> <p><input type="checkbox"/> <b>Debit or Credit card</b> (one or the other, not both) issued by a financial institution</p> <p><input type="checkbox"/> <b>Document of identity</b> issued by the Passport Office</p> <p><input type="checkbox"/> <b>Entitlement card</b> issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)</p> <p><input type="checkbox"/> <b>Full Birth certificate</b> issued in Australia (birth extracts not accepted)</p> <p><input type="checkbox"/> <b>Medicare card</b></p> <p><input type="checkbox"/> <b>Naturalisation, citizenship or immigration papers</b> issued by Dept of Immigration &amp; Border Protection (DIBP)</p> <p><input type="checkbox"/> <b>Overseas passport</b> with current Australian Entry Permit</p> <p><input type="checkbox"/> <b>Security guard or crowd control licence</b> (Australian)</p> <p><input type="checkbox"/> <b>Student identity document or statement of enrolment</b> issued by an educational institution, including Tertiary (should include photo and/or signature)</p> <p><input type="checkbox"/> <b>Working with children card</b></p> <hr/> <p><b>LIST 3 – Evidence of current residential address</b></p> <p><input type="checkbox"/> <b>Driver's licence renewal notice</b></p> <p><input type="checkbox"/> <b>Financial institution statement</b> less than six months old</p> <p><input type="checkbox"/> <b>Motor vehicle registration</b></p> <p><input type="checkbox"/> <b>Property lease or tenancy agreement</b></p> <p><input type="checkbox"/> <b>Shire/water rates notice</b></p> <p><input type="checkbox"/> <b>School or other educational report or certificate</b> less than twelve months old</p> <p><input type="checkbox"/> <b>Utility account</b> less than six months old (gas, electricity, home phone, etc)</p><br><p><b>FURTHER INFORMATION</b></p> <p>For further information, please visit our website at <a href="http://www.bdm.justice.wa.gov.au">www.bdm.justice.wa.gov.au</a> or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.</p> |
|---|---|



## WHO CAN CERTIFY DOCUMENTS?

This page is NOT to be forwarded to the Registry of Births, Deaths and Marriages

### Certifying documents (photocopies of identification)

Before certifying a document, ensure that the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

***I certify that this appears to be a true copy of the document produced to me on < date >***

***Signature***

***Name***

***Qualification (eg Justice of the Peace)***

List of persons who can Certify Documents:

|  |  |
|--|--|
| Academic (post-secondary institution)  | Loss adjuster                                |
| Accountant   | Marriage Celebrant                           |
| Architect  | Member of Parliament (State or Commonwealth) |
| Australian Consular Officer  | Minister of religion                         |
| Australian Diplomatic Officer  | Nurse  |
| Bailiff  | Optometrist                                  |
| Bank Manager   | Patent Attorney                              |
| Chartered secretary  | Physiotherapist                              |
| Chemist  | Podiatrist                                   |
| Chiropractor   | Police officer                               |
| Company auditor or liquidator  | Post Office manager                          |
| Court officer (Judge, master, magistrate, registrar or clerk)                        | Psychologist                                 |
| Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service) | Public Servant (State or Commonwealth)       |
| Dentist  | Public Notary                                |
| Doctor   | Real Estate agent                            |
| Engineer   | Settlement agent                             |
| Industrial organisation secretary  | Sheriff or deputy Sheriff                    |
| Insurance broker   | Surveyor                                     |
| Justice of the Peace   | Teacher                                      |
| Lawyer   | Tribunal Officer                             |
| Local government CEO or deputy CEO   | Veterinary surgeon                           |
| Local government councillor  |  |