

# BIRTH, DEATH OR MARRIAGE CERTIFICATE APPLICATION FORM

Registry of Births, Deaths & Marriages 141 St Georges Tce, Perth or PO Box 7720 Cloisters Square, Perth 6850



**PLEASE SEE PAGE 2 FOR INSTRUCTIONS**

ABN: 70 598 519 443

(IF REGISTRATION NUMBER & DISTRICT IS PROVIDED FOR REGISTRATIONS AT LEAST 75 YRS OLD,

A REDUCED FEE OF \$31 APPLIES)

Effective 1 July 2009 – Subject to change without further notice.

- BIRTH CERTIFICATE** **\$44.00**
- DEATH CERTIFICATE** **\$44.00** (See Page 2 for application processing times)
- MARRIAGE CERTIFICATE** **\$44.00**
- URGENT CERTIFICATE** **\$34.00** (in addition to above certificate fee)

(NOT PAYABLE FOR COMPUTER ERA CERTIFICATES (for eligibility see How to Apply at Perth Registry or Other Locations webpage)  
WHEN LODGED IN PERSON AT THE PERTH REGISTRY OFFICE or ONLINE REGIONAL COURTHOUSES (see Locations webpage).

**ID Requirements**  
Photocopies of your ID are required with your application. See Identification Requirements on attached instruction page.

**Access Policy**  
For certificate eligibility see Who Can Apply on RBDM website.

## APPLICANT'S DETAILS (please see attached information sheet for access conditions and identification requirements)

Applicant's name				
Postal address		Suburb	State	Postcode
Reason document required		How are you related to this person?		
Signature		Daytime telephone number		

## PAYMENT DETAILS

Enclosed is a cheque/money order\* for \$ \_\_\_\_\_ OR Debit my MasterCard  or Visa  for \$ \_\_\_\_\_

\* Your cheque or money order should be made payable to the "Registrar of Births, Deaths and Marriages"

Card No. \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of cardholder		Signature of cardholder	
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**Please print clearly**

## BIRTH

Surname at birth		Given name(s)	
Any other surname used			Male <input type="checkbox"/> OR Female <input type="checkbox"/>
Date of birth	Day    Month    Year /           /	Present age	
Place of birth in WA Suburb/Town/City		Registration No. (if known)	
Father's name	Surname                      Given name(s)		
Mother's name	Maiden surname              Given name(s)		

## DEATH

Surname		Given name(s)	
Date of death	Day    Month    Year /           /	Age at death	
Any other surname used		Name of spouse	
Place of death in WA Suburb/Town/City		Registration No. (if known)	
Father's name	Surname                      Given name(s)		
Mother's name	Maiden surname              Given name(s)		

## MARRIAGE

Bridegroom's Name	Surname                      Given name(s)		
Bride's name	Surname at time of marriage      Given name(s)		
Date of marriage	Day    Month    Year /           /		
Place of marriage in WA Suburb/Town/City		Registration No. (if known)	

**HOW TO APPLY**

**POST** the completed form to:  
 Registry of Births, Deaths & Marriages  
 PO Box 7720 Cloisters Square, PERTH WA 6850

OR

**BRING** the completed form to:  
 Registry of Births, Deaths & Marriages  
 Level 10, 141 St Georges Terrace Perth  
 between 8.30 am and 4.30 pm, Monday to Friday  
 or to Regional Courthouses (see Locations webpage)

**Note: Faxed applications will not be accepted**

**IDENTIFICATION REQUIREMENTS \***

\* Dependent on age of certificate – see next column

When applying for a certificate, you must provide:

- One form of current identification from list 1; **OR**
- Two forms of current identification from list 2; **OR**
- Three forms of current identification from list 3 **plus** one form of current identification from list 2.

If applying in person, original documents must be provided.

When applying by post, please send clear photocopies of your identification documents with your application.

**List 1**

- Australian driver's licence (with photo)
- Australian firearm's licence (with photo)
- Australian passport
- Defence force or police service photo identity card
- Department of Immigration and Multicultural Affairs (DIMA) certificate of evidence of residence status (with photo)

**List 2**

- Australian driver's licence without photo
- Centrelink or Department of Veterans' Affairs card
- Citizenship certificate
- Credit or debit card
- Current overseas passport with current Australian entry permit
- DIMA immigration papers
- Health Care card
- Medicare card
- Proof of age card
- Security guard/crowd control licence
- Student card
- Tertiary education student ID card

**List 3**

- Bank statement with current residential address
- Educational certificate/school report
- Electricity account with current residential address
- Gas account with current residential address
- Motor vehicle registration
- Shire/water rates
- Telephone account with current residential address
- Trade certificate

**WHO CAN APPLY FOR A CERTIFICATE \***

**Birth** certificates are available to:

- the registered person named in the birth certificate (16 years of age or over).
- either parent (named in the certificate)
- legal guardian (proof of guardianship required)

**Death** certificates are available to the spouse (including defacto partner), parents or children. (Evidence of relationship is required in all cases)

**Marriage** certificates are available to the bride or groom.

NOTE:

\* Access conditions also apply for other applicant types. For specific requirements see [www.bdm.dotag.wa.gov.au](http://www.bdm.dotag.wa.gov.au) within Births, Deaths & Marriages section and "Who Can Apply?"

If the certificate relates to a person other than yourself and you do not qualify under the Registry's Certificate Access Policy, you must provide the written consent or authority from a person entitled to the certificate **and** you must also provide identification for yourself and the person for whom you are acting.

**Privacy Considerations and Personal Records**

Certificates held by the Registry contain sensitive and personal information. However the Registry allows unrestricted access for the issue of certificates of:-

- Births** which occurred more than 75 years ago;
- Deaths** which occurred more than 25 years ago;
- Marriages** which occurred more than 60 years ago.

In recognition of the fact that fraudulent use of certificates reduces with the age of the record, identification requirements for the above unrestricted certificates will not be required.

**MAILED CERTIFICATE APPLICATION PROCESSING TIME**

- (i) **Non-urgent** – Please allow up to 5 working days plus postal delivery time
- (ii) **Urgent** – Processed within 24 hours of receipt plus postal delivery time

**FEES** (No GST is payable on these certificates)

CERTIFICATE (Birth, Death or Marriage).....\$44.00  
 REDUCED CERTIFICATE FEE (Birth, Death or Marriage)  
*If event is more than 75 years old AND the registration number & district provided.....* \$31.00  
 URGENT FEE  
*Not payable for computer era certificates when lodged in person at Perth Registry Office or online courthouses....* \$34.00

**FURTHER INFORMATION**

For further information, please call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday or visit our website at [www.bdm.dotag.wa.gov.au](http://www.bdm.dotag.wa.gov.au)