

Reason certificate is required

(e.g. passport, driver licence, school enrolment, replacement)

What is your relationship to the person on the certificate?

(e.g. self, parent, child)

Your details

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

Mailing address

Phone number

Email address

Signature

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I understand the Privacy and Disclosure Statement (below), and the information I have provided is true and correct.

☐ I am / ☐ the child is:

☐ Aboriginal

☐ Both Aboriginal and Torres Strait Islander

☐ Torres Strait Islander

☐ Neither Aboriginal or Torres Strait Islander

Mob/ tribe (if known)

We ask whether you and/or the child is Aboriginal and/or Torres Strait Islander so that that we can understand community needs. It helps us plan future services.

Details of the person on the certificate

Date of birth

 / /

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

Place of birth

Parent 1's family name (surname)

Family name at birth (surname)

Given name (first name)

Other given name(s) (middle name)

Parent 2's family name (surname)

Family name at birth (surname)

Given name (first name)

Other given name(s) (middle name)

Proof of identity requirements

Whose certificate are you applying for?

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My own

You must submit:

- a) your own current certified identity documents.

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My child (under 18 years)

You must submit:

- a) your own current certified identity documents.

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Another child (under 18 years)

If you are applying for the certificate of someone who is under 18 and not your child, please ask our team for proof of identity requirements.

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Another living adult (over 18 years)

You must submit:

- a) your own current certified identity documents
- b) either:
 - i) permission (known as third party authority) from the person named on the certificate which authorises you to access their record. It must include the person's full name, address, telephone number and signature.
 - OR
 - ii) a certified copy of an enduring power of attorney.
- c) current and certified identity documents of the person named on the certificate (unless you have power of attorney).

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Another adult who is deceased

You must submit:

- i. your own current certified identity documents
- ii. either
 - i) evidence of your relationship to the deceased, and that you are their next of kin. OR
 - ii) permission (known as third party authority) from the next of kin of the person named on the certificate, which authorises you to access the deceased person's record.
- iii. if you are not the deceased's next of kin, the current and certified identity documents of the person's next of kin.

About next of kin:

In relation to a deceased adult, the next of kin may be:

- a) the deceased's spouse or domestic partner
- b) the deceased's child or the guardian of the deceased's child
- c) the deceased's parent.

Other family members may be entitled to access the certificate only if none of the family members listed above exist.

To prove your identity (or another person's identity, as outlined above), you must provide either:

- 2 documents from **List 1** below

OR

- any 3 documents from the lists below. Each document must be from a **different** list.

All documents must be current and certified.

List 1	List 2	List 3	List 4
<ul style="list-style-type: none">• Australian driver licence or learner permit• Australian passport• ImmiCard (immigration card)	<ul style="list-style-type: none">• Firearms licence• Foreign passport• Security guard / Crowd Control licence• Tertiary education institution ID Card (with photo)• Working with Children Check card	<ul style="list-style-type: none">• Australian birth certificate• Change of name certificate issued in a state of Australia• Australian citizenship certificate• Australian marriage certificate• Medicare card• Visa verification (printed visa status from VEVO)	<ul style="list-style-type: none">• Centrelink card (Pension Concession, Health Care or Commonwealth Seniors Health Card)• Department of Veterans Affairs Card <p>Documents issued within the last 12 months:</p> <ul style="list-style-type: none">• Bank statement (passbook, credit, savings or cheque account)• Utility account (e.g. gas, water, electricity, mobile or home phone)• Lease agreements• Rates notice• Superannuation fund statement

Can't provide the required ID?

If you don't have the required identity documents, please provide what you can. You also need to provide a statutory declaration that outlines why you have provided identity documents that are outside of our standard requirements. The template for statutory declarations is available at justice.vic.gov.au/statdecs.

Certifying copies

When you need to provide copies of documents, you must get them certified. This proves they are true copies of the original.

- To certify documents, take both original documents and a photocopy to someone authorised to certify the copies. This includes legal practitioners, pharmacists, teachers, medical practitioners and Justices of the Peace.

For a full list of authorised certifiers, see justice.vic.gov.au/certifiedcopies.

About the certificate

About the artwork

Our Victorian Aboriginal commemorative birth certificate brings together artwork by three leading Victorian indigenous artists, Vicki Couzens, Lee Durroch and Treahna Hamm.

Each artist depicts an element of birth in a way that celebrates Victoria's Aboriginal heritage.

Please note

The commemorative certificate is not a legal document and can't be used for official purposes, such as for proof of identity or for Confirmation of Aboriginality.

Certificates can only be issued for people born in Victoria.

Only individuals and/or families may apply, not groups or organisations.



Privacy and disclosure statement

The Registry of Births, Deaths and Marriages Victoria is responsible for the administration of the *Births, Deaths and Marriages Registration Act 1996* (the Act) and Regulations 2019.

The information required on this form is collected, used and stored in compliance with the Act, Regulations, and relevant State privacy legislation.

Access to the information may be granted to government and non-government agencies consistent with the Registry's Access Policy and as provided for by law.

Further information about privacy, disclosure of data and how to access or correct a record is available at bdm.vic.gov.au/privacy

Lodgement

Submit your form, proof of identity and any supporting documents to the Registry of Births, Deaths and Marriages Victoria:

By email, to:

bdmapplicationmanagement@dgs.vic.gov.au

Please return the completed form by no later than Sunday 20 July, 2025.

**BIRTHS DEATHS
AND MARRIAGES VICTORIA**

June 2025