### Application for a Victorian Birth Certificate

**PART ONE – Your details**

1. Which certificate do you require?  
   - [ ] Standard Birth Certificate  
   - [ ] Replacement Change of Name Certificate  
   - [ ] Historical Certificate  
   - [ ] Deed Poll Certificate  
   - [ ] Uncertified (historical) image  
   - [ ] Commemorative Certificate  

2. Family Name (surname)  

3. Given names  

4. Residential address  
   a) Street no. and name  
   b) Suburb/Town  
   c) State  
   d) Postcode  

5. Postal address (if different to above)  
   a) Street no. and name  
   b) Suburb/Town  
   c) State  
   d) Postcode  

6. Daytime telephone number  

7. Email address  

8. Whose certificate are you applying for?  
   - [x] My own  
   - [ ] Someone else’s – please specify  
     (e.g. husband, wife, child, parent)  

9. Reason certificate is required  
   (e.g. passport, driver licence, school enrolment)  

**PART TWO – Details of person on certificate**

10. Family name (surname) at birth  

11. Given names  

**Birth details**

12. Date of birth  
   - [ ] From  
   - [ ] To  
   Or if unsure, please estimate date of birth  

13. Place of birth  
   a) Suburb/Town  
   b) State  

14. Registration number (if known)  

**Parent’s details**

15. Mother’s family name at birth (maiden name)  

16. Mother’s given names  

17. Father or parent’s family name (surname)  

18. Father or parent’s given names  

July 2017

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If you require access to a translation or interpreter service to complete this form, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.
PART THREE – Proof of identity

19. Whose certificate are you applying for?

19.1 My own certificate or the birth certificate of my child who is under 18 years of age
You must submit your own identity documents, one from each list on page 3.

19.2 The certificate of someone else who is 18 years of age or over
You must submit:
(a) identity documents of your own, one from each list on page 3, and
(b) a letter from the person named on the certificate (or their next of kin if the person is deceased) which authorises you to access their record. The letter must include the person's address, daytime telephone number and signature; or a letter which establishes your power of attorney; and
(c) identity documents of the person named on the certificate (unless you have power of attorney), one from each list on page 3.

19.3 If applying for a historical certificate or uncertified historical image (i.e. the birth occurred over 100 years ago), you do not have to provide proof of identity.

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

PART FOUR – Certificate payment

20. I wish to order the following:

<table>
<thead>
<tr>
<th>Proof of identity required</th>
<th>Price*</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Birth Certificate</td>
<td>$32.40</td>
<td></td>
</tr>
<tr>
<td>Replacement Change of Name Certificate</td>
<td>$32.40</td>
<td></td>
</tr>
<tr>
<td>Deed Poll Certificate</td>
<td>$32.40</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Australian Pink</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Australian Blue</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Aboriginal Heritage</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Birds</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Flora</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Fauna</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Footprints</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Commemorative birth certificate – Victorian Life</td>
<td>$60.00</td>
<td></td>
</tr>
</tbody>
</table>

Details of the Commemorative certificate designs are available by visiting www.bdm.vic.gov.au

<table>
<thead>
<tr>
<th>Proof of identity NOT required</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Certificate – for Historical purposes</td>
<td>$32.40</td>
<td></td>
</tr>
<tr>
<td>Uncertified (historical) image – you must provide a registration number at Q.14 or the fee for a standard birth certificate applies*</td>
<td>$25.10</td>
<td></td>
</tr>
</tbody>
</table>

Select ONE delivery method – go to auspost.com.au for details

| Australia                                           |        |          |
| Standard Post / Handling – generally 6 business days to your delivery address. | $1.00 |          |
| Registered Mail (Standard) – generally 6 business days to your delivery address, signature required. | $7.30 |          |
| Express Post – best option for urgent delivery.    | $7.70  |          |

| Outside Australia                                   |        |          |
| Airmail                                            | $3.60  |          |
| Express International                              | $52.00 |          |

* All prices on this form are subject to change. Current fees may be confirmed at bdm.vic.gov.au/fees

### If you are applying for a historical certificate or uncertified historical image (i.e. the birth occurred over 100 years ago), you do not have to provide proof of identity.

PART FIVE – Declaration

22. I certify that I have read and understood the declaration below:
I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the Births, Deaths and Marriages Registration Act 1996 or the Registry’s Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date DD/MM/YYYY

Total $ .

Go to Page 4 for lodgement instructions.
You need to provide one document from each list

**LIST 1 Evidence of link between photo and signature**
- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

**LIST 2 Evidence of operating in the community**
- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate issued by the Victorian Registry
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans’ Affairs card
- Working with Children Check card

**LIST 3 Evidence of current residential address**
- Australian driver licence (or learner permit)
- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Current lease or tenancy agreement
- Superannuation fund statement

All applicants please note:
- All documents must be current
- If you cannot provide an identity document from List 1 you must provide two from List 2 and one from List 3
- Your List 3 document must show your current residential address
- A List 1 document can also be used as a List 3 document if it shows your current residential address
- Bank statements, utility accounts, rates notices or superannuation fund statements must have been issued within the last 12 months
- If you submit printed online bank, superannuation or utility statements they must contain an official company letterhead or be stamped and approved by the bank, superannuation fund or utility company.

Under 18 years?
If you are unable to submit all three identity documents, a List 2 document can be a:
- Medicare card showing your name
- Current school report card or exam certificate.

Certifying and submitting your documents

**How to certify your identity documents**
1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your original documents and the photocopies to a police station and ask either a sworn member of police or a Justice of the Peace located in the station to certify them.

**Submitting in person?**
If you are attending the Registry’s Customer Service Centre, bring the original identity documents with you. If you are submitting your application at selected Justice Service Centres (JSC), bring both the original documents and photocopies of the original documents so that they can be certified. To find your nearest JSC, visit bdm.vic.gov.au/jsc

**Submitting by mail?**
You must mail certified photocopies of each identity document.

Note
- Do not send original identity documents by mail. These can only be used if you submit your identity documents in person.
- The Registry does not accept identity documents sent via fax or email.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

**Applying from outside Victoria?**
If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

**Applying from outside Australia?**
If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

If you are unable to meet these requirements please contact the Registry via bdm.vic.gov.au
Submit your form, payment, proof of identity (if required) and any supporting documents:

**By mail**
Victorian Registry of Births, Deaths and Marriages
GPO Box 4332, Melbourne VIC 3001

**In person**
Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Select Justice Service Centres (JSC).
Ground floor, 595 Collins St, Melbourne
For opening hours go to bdm.vic.gov.au

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**Checklist**

- I have stated the reason I require the certificate at Q.9.
- I have supplied identity documents from all three lists at Part 3 (unless applying for a historical certificate or uncertified image).
- I have signed the declaration at Part 5.
- I have had photocopies of my proof of identity documents certified at a selected Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

**If applying for a certificate of someone else (other than your child who is under 18 years of age):**

- I have supplied the required proof of identity documents both for myself and the person whose certificate I am applying for as specified in Q.19.1 or Q.19.2.
- I have supplied the required authority and documents as specified at Q.19.2.

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**FAQs**

**Can I use this form to change my name?**
No. You must complete an Application to Register a Change of Name form, available at the Registry or at bdm.vic.gov.au

**Can I use this form to register the birth of my child?**
No. You must complete a Birth Registration Statement which is available from the Registry.

**Which certificate will I need when applying for a driver licence or passport?**
You will generally be required to produce a standard birth certificate. A standard marriage certificate issued by the Registry may also be required.

**I was married in Victoria and now use my spouse’s family name (surname). Do I need a Change of Name certificate to prove this?**
No. You need a standard marriage certificate issued by the Registry. Please note, the certificate issued on your wedding day is not a commonly accepted identification document.

**What is a Deed Poll certificate?**
A Deed Poll certificate was used up to October 1986 as proof of a name change. If you have changed your name by Deed Poll and need proof, you may need to register a name change.

**Note.** It is best to check with the authority requesting your identification documents before you order a certificate.

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**Privacy**

In line with the Privacy and Data Protection Act 2014, the Registry is collecting information in this form to determine your eligibility to obtain the requested certificate and to prevent fraud. A copy of the Registry’s Privacy Policy is available at bdm.vic.gov.au

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.

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**Victorian Registry of Births, Deaths and Marriages**

bdm.vic.gov.au

Application enquiries vicbdm@justice.vic.gov.au

General enquiries 1300 369 367

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BIRTHS DEATHS AND MARRIAGES VICTORIA

Recognising the significance of life events