Third Party Authority Form

VICeRANT REGISTRY OF BIRTHS DEATHS AND MARRIAGES

bdm.vic.gov.au
Ground Floor, 595 Collins Street Melbourne
GPO Box 4332 Melbourne 3001
1300 369 367

Registry records are confidential and certificates can only be issued to persons who are entitled under the Registry’s Access Policy as listed on the back of this form.

If a person is not entitled to apply for a certificate, this Authority Form needs to be completed and signed by a person who is entitled to apply, authorising the release of the certificate.

Check the list on the back of this form to see if you are eligible to give authority.

I, (full name of person giving authority)
of (residential address)
hereby give permission for
(full name of the person applying for the certificate – the applicant)
of (applicant’s residential address)
to apply for a certificate of:

- Birth
- Death
- Marriage
- Change of Name
- Single Status
- Domestic Relationship

Relating to
(person(s) named in certificate)

SIGNATURES:

(1) Signature of the person giving authority:

Relationship of the person giving authority to the person/s named in the requested certificate:

Telephone number of the person giving authority (business hours):

(2) Signature of the applicant:

Privacy Statement

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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WHO CAN APPLY FOR A CERTIFICATE UNDER THE REGISTRY’S ACCESS POLICY

The following persons are allowed access to information in the Birth, Death or Marriage Registers.

If a person is not entitled to apply for a certificate, an Authority Form must also be completed and signed by a person who is entitled to apply.

Identity documents must be produced by:
- by the person giving authority, and
- the person applying for the certificate

MARRIAGE CERTIFICATES

FAMILY
1) One of the parties to the marriage.
2) Child of the marriage or Child of the bride but not of the marriage:
   Must produce written authority and proof of identity from one of the parties to the marriage, or apply through an accredited Welfare Agency.

DECEASED ESTATE MATTERS
1) Executor, Administrator or Trustee.
   Testator or intestate deceased must be named.

   Must be acting for a person entitled to a certificate under “Family” or “Deceased Estate Matters”.

SINGLE STATUS CERTIFICATES

FAMILY
1) The person to whom this search relates.
2) Any other person:
   Must produce written authority and proof of identity from the person to whom this search relates.

BIRTH CERTIFICATES & CHANGE OF NAME CERTIFICATES

FAMILY
1) The registered person.
2) If the registered person is aged less than 18 years:
   • Parent, Non-parental legal custodian or Guardian.
     Must produce document establishing custody or guardianship.
   • Grandparent or other relative.
     Must produce written authority and proof of identity from a parent, or written authority from a non-parental legal custodian or guardian.
3) If the registered person is aged 18 years or over:
   • Any person with the Power of Attorney or written authority and proof of identity of the registered person.
4) If deceased, Executor, Administrator or Trustee.
   Testator or intestate deceased must be named.

DEATH CERTIFICATES

FAMILY
1) Domestic Partner (including Spouse), Parent or Child.
   Evidence of relationship must be established
2) Non-parental legal custodian or guardian.
   Document establishing custody or guardianship must be produced.
3) Other relatives, Ex-partner.
   Must produce written authority and proof of identity of the next of kin, or evidence that the certificate is needed to establish some legal right or entitlement.

DECEASED ESTATE MATTERS
1) Executor, Administrator or Trustee.
   Testator or intestate deceased must be named

   Solicitor.
   Must be acting for a person entitled to a certificate under “Family” or “Deceased Estate Matters.”
You must provide proof of your identity when you apply for a certificate. If this certificate relates to an adult person other than yourself, you must also provide:

- Written consent or authority from that person or from a person authorised under the Access Policy.
- Three forms of identification from that person, one from each list below.

### 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 AND photocopies of the 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