

APPLICATION FOR BIRTH or CHANGE OF NAME CERTIFICATE

DO NOT USE THIS FORM TO REGISTER A NEW CHANGE OF NAME

BY MAIL: GPO Box 4332, Melbourne, Victoria, 3001, Australia

IN PERSON: Ground Floor 595 Collins Street, Melbourne 8.30 am - 4.30 pm Monday to Friday
(excluding public holidays)

I wish to make application for a:

<input type="checkbox"/> STANDARD FULL BIRTH CERTIFICATE or CHANGE OF NAME CERTIFICATE			
<input type="checkbox"/> STANDARD ABRIDGED BIRTH CERTIFICATE			
Is certificate to be posted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, is Express Post required? <input type="checkbox"/> No <input type="checkbox"/> Yes (additional fees apply)

YOU MUST PROVIDE PROOF OF YOUR IDENTITY WITH THIS APPLICATION - SEE PAGE 2

BIRTH CERTIFICATE DETAILS: If this application relates to a person other than yourself, written authority and identification from that person may also be required. Please read the Registry's Access Policy for further details.

Registration No. (if known)		Place of birth <i>Town and State/Country</i>	
Date of Birth	Day / Month / Year	Or years to be searched	From to
Family name (at birth)		Given names	
Other family name used		Present age	
Mother's name	Surname (maiden)	Given names	
Father's name	Surname	Given names	

PLEASE USE BLOCK LETTERS

APPLICANTS DETAILS See page 2 for the Proof of Identity requirements.

I declare that the statements made in this application are true and correct. I understand that this application will remain the property of the State of Victoria and that some or all of the information provided on this form, and some or all of the documents submitted as Proof of Identity, may be disclosed to and/or verified with Commonwealth agencies responsible for immigration, passports and citizenship, with State Registrars responsible for births and electoral registration, with driver licensing authorities, credit authorities and law enforcement agencies.

Applicant's name		Signature of applicant	
Applicants address		Postcode	Daytime telephone No
Postal address if different to above		Postcode	Fax No.
Reason certificate is required		Relationship of Applicant	

PAYMENT DETAILS

Enclosed is a Cheque/Money Order for \$													
or debit my <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners <input type="checkbox"/> Amex for: \$													
Card Number												Expiry Date	/
Name of Cardholder								Signature of Cardholder					

IDENTIFICATION REQUIREMENTS

You **MUST** provide proof of your identity when you apply for a birth (or change of name) certificate if:

- the birth occurred within the last 100 years, or
- the birth occurred more than 100 years ago and the person is still living.

The following provisions apply:

- You must provide three (3) forms of identification for yourself (as applicant) from the lists below.
 - You should provide one (1) form of identification from **each** list.
 - If you are unable to provide identification from **List 1** you must provide two (2) forms of identification from **List 2** and one (1) form of identification from **List 3**.
- 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 (3) forms of identification from that person from the lists below.

All proof of identity documents, except foreign passports, must be current.

All utility accounts, bank statements and rates notices must show current residential address and should be issued within the last six months from date of application.

All photocopied documents (from List 1, 2 and 3) **MUST** be authenticated by a member of Police. **Do not** send in original documentation via mail.

If applying in person at the Registry, bring original documents.

Proof of identity documents sent by fax will **not** be accepted by the Registry.

LIST 1 Photo & Signature	LIST 2 Operating in the Community	LIST 3 Residential Address
<ul style="list-style-type: none">• Australian Driver Licence• Australian Passport• Firearms Licence• Foreign Passport	<ul style="list-style-type: none">• Citizenship certificate• Full Birth Certificate• Credit or Account Card (ATM)• Department of Veterans Affairs Cards• Security Guard / Crowd Control Licence• Tertiary Education Institution ID Card• Tax File Statement• Student Card• Medicare Card	<ul style="list-style-type: none">• Utility Account (gas, electricity, home phone)• Bank Statements• Rent/Lease Agreement• Rates Notice

PLEASE NOTE:

Children under the age of 18 years who do not have any identification from the above lists should present:

- Student ID card (or current report card)
- Medicare card showing child's name
- Current bill (mobile phone)

PRIVACY STATEMENT

In line with the *Information Privacy Act 2000*, the Registry is collecting this information so that it can determine your eligibility to obtain the requested certificate and to prevent fraud.

A copy of the Registry's Privacy Policy is available online at www.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 the certificate.

Further, if you knowingly make a false or misleading representation on the application form, you may be guilty of an offence under section 53 of the *Births, Deaths and Marriages Registration Act 1996*. Penalties apply.

Access to a copy of this application form may be obtained from the Registry, or under the provisions of the *Freedom of Information Act 1983*.