

# Registry of Births, Deaths and Marriages, Victoria

Office Use Only

## APPLICATION FOR DEATH CERTIFICATE

**IN PERSON** : Take this form to 595 Collins Street, Melbourne 8.30 am - 4.30 pm Monday to Friday  
**POST** this form to GPO Box 4332, Melbourne, Victoria, 3001, Australia

Is certificate to be posted?  No  Yes      If YES, is Express Post required?  No  Yes

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

**DEATH CERTIFICATE DETAILS: If you are not authorised to obtain this certificate, written authority and identification from an authorised person will also be required. Please read the Registry's Access Policy for further details.**

Registration No. (if known)		Place of death <i>City / Suburb / Town</i>	Victoria
Date of Death	Day / Month / Year	Or years to be searched	From ..... to .....
Family name (at death)		Given names	
Other family name used		Age at death	
Father's name	Family name	Given names	
Mother's name	Family name (maiden)	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 (Please complete)

Enclosed is a Cheque/Money Order for \$ .....

or debit my  Bankcard (Australia only)  Visa  MasterCard  Diners  Amex for: \$ .....

Card Number																		Expiry Date	/
Name of Cardholder													Signature of Cardholder						

## IDENTIFICATION REQUIREMENTS

**You MUST provide proof of your identity if you are applying for a certificate of a death that occurred within the last 10 years.**

- 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 you are not authorized under the Access Policy to obtain this certificate, you must also provide:
  - Written consent or authority from a person authorized under the Access Policy.
  - Three (3) forms of identification from that person from the lists below

**If applying by mail, copies of the identity documents must be certified by a member of the police force.**

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

Please Note: Proof of Identity documents sent by fax will **not** be accepted by the Registry.

All documents, except foreign passports, must be current.

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

### 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)

All documents, except foreign passports, must be current.

## 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 on request.

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 copy of 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 and liable to an offence not exceeding 20 penalty units.

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.