

## Applying for a birth certificate

A standard birth certificate is an official certified copy of the registration data held by the Registry, and is commonly used to help establish a person's identity.

This application form is for a birth that occurred in, or was registered in NSW. If you are the person named on the certificate, or a parent of the person named on the certificate, the birth certificate can be issued to you.

### If you DO meet the above criteria, you must provide:

- Three types of your own ID (see below).

### If you DON'T meet the above criteria, you must provide:

- A "Letter of Authority giving permission to apply" available on our website: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)
- Three types of ID from the person giving permission (see below).
- Three types of your own ID (see below).

## Identification (ID)

Please provide at least three types of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three types of ID. At least two of these must be from category 3. All documents except foreign passports must be current.

### Category 1

#### If born in Australia:

- An Australian birth certificate

#### Record of immigration status:

- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

### Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

### Category 3

- Medicare card
- Centrelink or Department of Veterans Affairs card
- Security guard/Crowd control licence
- Tertiary education institution ID card

### Category 4

- Recent utility account with current residential address (issued within last three months)

If your name has changed you may be asked to show proof (e.g. marriage certificate, change of name certificate or deed poll).

## Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our [Access Policy](#) and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our [Privacy Collection Notice](https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice), available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

## Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

## Send information to a passports office

Select this option to send your certificate if you have made prior arrangements with the Australian Passport office, consulate or embassy. This only applies to standard certificates, not commemorative. Fee applies, see [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

## Commemorative birth certificates

Did you know? You can buy a Commemorative on its own, and it makes an ideal gift perfect for framing! Commemorative certificates do not contain security features and organisations may not accept them as proof of identity documents.



**Online**  
You can complete this online at [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)



**Phone: 13 77 88**  
Monday to Friday (7am-7pm)



**Lodging by post**  
GPO Box 30  
SYDNEY NSW 2001



**Hearing/Speech impaired, phone:**  
TTY 133 677  
NRS 1300 555 727



**Lodging in person**  
Service NSW service centres  
[service.nsw.gov.au](http://service.nsw.gov.au)



**Translating and Interpreting, phone:**  
TIS National 131 450

# Birth certificate application



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Births Deaths and Marriages Registration Act 1995 ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.



You can complete this application online at: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

**PRINT** clearly in **BLACK** pen and complete all details.

Do you require Priority processing\* of your application? Yes

\* Priority processing and Passport options are only for standard certificates and not commemorative. See website for fees.

Do you require a copy of the certificate to be sent to an Australian passport office/DFAT office? Yes

Passport/DFAT office name and the location:

## What quantity of certificate/s do you require?

**Standard birth certificate/s** (enter number) *For NRL certificates you can add your Club membership number and year you joined the Club.*

**Commemorative certificate/s** (enter number) Enter description

Reason certificate is required  
(e.g. passport, school)

Your relationship to the registered person  
(e.g. self, parent, child)

## Applicant's details (person completing this form).

Please provide copies of three forms of current identification with your application.

Family name

First given name

Other given name/s

Company name  
(If applicable)

Company reference number  
(If applicable)

Current address

Suburb/Town

State/Territory

Postcode

Country

Postal address  
(if different from above)

Suburb/Town

State/Territory

Postcode

Country

Phone number

Email

International Registered Post

Signature  
of applicant

I have read and understand all the instructions in this document including the information about privacy. I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the Crimes Act 1900 to provide false or misleading information or documents and that it is an offence under the Births, Deaths and Marriages Registration Act 1995 to make a false or misleading representation in an application, notice or document.

## Details of birth certificate required (This person must have been born or adopted in NSW)

Date of birth\* Present age Registration number (If known)

\*If date unknown, period to be searched:  
(Note: Each extra 10 year search or part thereof incurs a cost)

From

To

### Names of registered person

Family name

Family name at birth

First given name

Other given name/s

Place of birth  
(Suburb/Town/City)

### Parent 1 details

Family name  
(Current)

Family name at birth

First given name

Other given name/s

### Parent 2 details

Family name  
(Current)

Family name at birth

First given name

Other given name/s

## Payment details (complete this section for mail applications only). Please refer to [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm) for fees.

Total Amount \$

Please debit my: AMEX

Mastercard

Visa

Contact Service NSW on 13 77 88 to discuss alternate payment methods if required

Card number

Name of cardholder

Expiry date

Signature  
of cardholder