

# Birth certificate/extract application

Births, Deaths and Marriages Registration Act 2003

Proof of identity is required with submission of this form. Please print clearly using **BLOCK LETTERS**.

## Office use only

Date:	Court:
Receipt number:	
BDM receipt number:	
Amount:	

### 1. Priority (Only available if birth is already registered)

Priority service	<input type="checkbox"/> (attracts additional fee—visit <a href="http://www.justice.qld.gov.au/bdm">www.justice.qld.gov.au/bdm</a> to view fees)
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### 2. Type of record (\*To view fees and commemorative designs visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm))

Certified copy or	<input type="checkbox"/> (indicate quantity) _____
*Commemorative package (additional fee) includes certified copy	<input type="checkbox"/> (indicate quantity) _____
	Specify design _____

### 3. Applicant's details (\*To determine applicant eligibility visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for certificate access policy)

Your relationship to the person named on the certificate (tick option)	<input type="checkbox"/> Yourself	<input type="checkbox"/> Parent	<input type="checkbox"/> *Other (please specify) _____
Reason certificate is required			
First names		Signature of applicant	
Surname			
Current residential address (street, suburb, state and country)			Postcode
Telephone number		Mobile number	
Date of application	DD / MM / YYYY	Email	

The personal information on this form is collected by the Registry of Births, Deaths and Marriages for the purpose of providing services and undertaking related activities. Only authorised persons will have access to this information. Your details will not be disclosed to a third party without your consent unless the disclosure is authorised by law.

### 4. Postal details (\*Attracts additional fee—visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) to view fees)

First names Mr/Mrs/Dr/Ms/Miss		Surname	
Postal address (include country only if not Australia)			Postcode

### 5. Birth details

First names		Surname	
Date of birth	DD / MM / YYYY	Present age	
If date unknown, period to be searched (search fees may apply)	from DD / MM / YYYY	to	DD / MM / YYYY
Place of birth (must be born or adopted in Queensland)			
Mother's maiden name (in full)			
Father's name (in full)			

### 6. Payment details (\*Your credit card will be charged according to current fees and your selections above)

a) I have enclosed a <b>cheque</b> or <b>money order</b> payable to the Registry of Births, Deaths and Marriages for	\$	
b) Debit my credit card*	\$	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Expiry date MM / YY
Card number	_____ / _____ / _____ / _____	
Name on card		Signature of cardholder

### 7. Submission options

Post to	Registry of Births, Deaths and Marriages, PO Box 15188, City East Queensland 4002
Lodge at	110 George Street, Brisbane or your local Queensland Magistrates Court or Queensland Government Agent Program (QGAP).

## Proof of identity requirements

All applications must be accompanied by identification (except if the record is historical) and payment.

Photocopies should be certified by a qualified witness\* as being 'a correct copy of the document'. You must provide:

- one form of identification from List 1
- if you are unable to provide identification from List 1 you must provide two forms of identification from List 2.

If you are applying **on behalf of someone else**, (other than for your child) you must provide:

- written consent or authority from that person or a person authorised under the registry's Access Policy for access to the record
- two forms of identification for that person as well as yourself from Table 1—photocopies should be certified by a qualified witness\* as being 'a correct copy of the document'.

Supply **certified copies** if **mailing** your application. If **applying in person** bring in **original documents**.

**Table 1: Proof of identity document**

List 1	List 2
<input type="checkbox"/> Current Australian photo driver's licence <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Current overseas passport <input type="checkbox"/> Current Australian Firearms licence <input type="checkbox"/> Current Defence Force or Police Service photo ID card <input type="checkbox"/> Over 18's ID card.	<input type="checkbox"/> Current Medicare card <input type="checkbox"/> Current credit card, account card or passbook <input type="checkbox"/> Current entitlement card issued by the Commonwealth Government <input type="checkbox"/> Current student identity card or statement of enrolment <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Current document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation/citizenship/immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Tax file statement.

Other forms of identification may be accepted, subject to the approval of the Registrar-General or other delegate.

### \*Qualified witnesses

The following persons can certify photocopies of documents as being 'a correct copy of the document':

- justice of the peace
- barrister/solicitor
- commissioner for declarations
- notary public.