(Version 9)
Birth certificate/extract application

Effective as of 18 February 2014
Births, Deaths and Marriages Registration Act 2003
Surrogacy Act 2010

Proof of identity is required with submission of this form. Please print clearly and do not use correction fluid.

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

Priority service [ ] (attracts additional fee—visit www.qld.gov.au/bdm to view fees)

2. Type of record (*To view fees and commemorative designs visit www.qld.gov.au/bdm)

Certified copy or [ ]

*Commemorative package (additional fee) includes certified copy [ ]

Specify design

3. Applicant’s details (*To determine applicant eligibility visit www.qld.gov.au/bdm for certificate access policy)

Your relationship to the person named on the certificate (tick option) [ ] Yourself [ ] Parent [ ] *Other (please specify) _______________________________

Reason certificate is required

First names ____________________________ Surname ____________________________

Current residential address (street, suburb, state and country) ____________________________

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 (Non standard mail services will incur additional fees—visit www.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 from DD / MM / YYYY to DD / MM / YYYY

Place of birth (must be born or adopted in Queensland) ____________________________

Father’s/parent’s name ____________________________

Mother’s/parent’s name and maiden name ____________________________

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

a) I have enclosed a cheque or money order payable to the Registry of Births, Deaths and Marriages for $________

b) Debit my credit card* [ ] MasterCard [ ] Visa Expiry date MM / YYYY

Card number ____________________________

Name on card ____________________________ Signature of cardholder ____________________________

Great state. Great opportunity.
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

Before a certificate, information or source document is released, an applicant’s entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Part 4 Proof of Identity Principles.

Applicants are required to provide:

- One form of identification from each list (at least one containing a signature); or
- If unable to provide identification from List 1, two forms of identification from List 2 and one form of identification from List 3 must be provided (at least one containing a signature).

<table>
<thead>
<tr>
<th>List 1</th>
<th>List 2</th>
<th>List 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Australian photo driver’s licence, front and back</td>
<td>Current Medicare card</td>
<td>Recent utility account (gas, electricity, home phone, etc) with current residential address</td>
</tr>
<tr>
<td>Current Australian passport</td>
<td>Current financial institution debit or credit card with your signature and full name or passbook</td>
<td>Recent financial Institution statement with current residential address</td>
</tr>
<tr>
<td>Current overseas passport</td>
<td>Current entitlement card issued by the Commonwealth or State Government</td>
<td>Rent/lease agreement with current residential address</td>
</tr>
<tr>
<td>Current Australian Firearms licence</td>
<td>Educational institution student identity document (must include photo and/or signature) or statement of enrolment</td>
<td>Rates notice with current residential address</td>
</tr>
<tr>
<td>Current Defence Force or Police Service photo ID card</td>
<td>School or other educational report, less than twelve months old</td>
<td>A renewal notice for vehicle registration showing current residential address, or a renewal notice for driver licence showing current residential address</td>
</tr>
<tr>
<td>Adult Proof of Age Card</td>
<td>Current document of identity issued by the Passport Office</td>
<td>Recent official correspondence from Government Service Providers (not from this agency) with current residential address</td>
</tr>
<tr>
<td></td>
<td>Naturalisation, citizenship or immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs</td>
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<tr>
<td></td>
<td>Full birth certificate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security guard/crowd control licence.</td>
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</tbody>
</table>

Proof of identity documents are to be in the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the certified copy of original documents.

The Registrar-General’s discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar-General on any unusual case that may fall outside the requirements of the above table.

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness. The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being “a correct copy of the document”:

- Justice of the Peace
- Commissioner for Declarations
- Barrister/Solicitor
- Notary Public

Where applications are received at the Brisbane Registry, Magistrates Courts or Queensland Government Agent Program (QGAP) Offices, client service officers are able to sight original proof of identity documents submitted in support of an application.

Privacy statement

All items marked with an asterisk (*) are for statistical, administrative and community planning purposes and will not appear in the Registers.

The collection of information on this form is authorised by the Births, Deaths and Marriages Registration Act 2003. It is used for the purposes of the Act which include registering births in Queensland and issuing birth certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry on 1300 366 430. For general information about the registry visit www.qld.gov.au/bdm.

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