

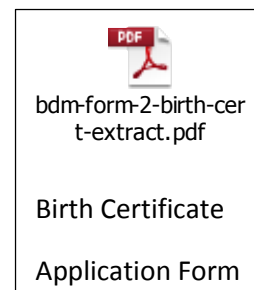
## Birth Certificates

### To obtain a copy of birth certificate or extract by post:

#### If your child was born in Qld.

1. Download the application form - see PDF link to the right.
2. Complete form including signature.
3. Attach proof of identity documents and the required fee.
4. Post Birth Certificate/Extract Application to:

Births, Deaths and Marriages  
PO Box 15188  
CITY EAST QLD 4002



Certificates take 10 business days—or 2 business days for urgent applications.

### To obtain a copy of birth certificate or extract over the counter:

Apply/lodge application at Townsville Magistrates Court

**Address:** 31 Walker Street, PO Box 985 Townsville City, 4810

**Business hours:** 8:30am to 4:30pm - Monday to Friday

**Telephone:** (07) 4761 8300

**Facsimile:** (07) 4761 8310

For more information, contact Births, Deaths and Marriages about your birth certificate application.

Online: Email [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au). Online enquiries are replied to within 2 business days.

By phone: Call 1300 366 430 (Monday–Friday, 8.30am–4.30pm).

For full information visit the Department of Justice website – Applying for a Birth Certificate:

<http://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/birth-certificates/>

**If your child was not born in Queensland** you will need to apply to the relevant registry from the state or territory in which your child was born to obtain a birth certificate.

If your child's birth has not been registered you will need to do this as well as applying for a copy of the birth certificate. **To register the birth of your child follow the link below:**

<http://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-registration-and-adoption-records/register-a-birth/>