



## ACT GOVERNMENT

*Births, Deaths and Marriages Registration Act 1997*

Registrar-General's Office

## APPLICATION FOR A CERTIFICATE

**PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))**

## PRIVACY NOTES

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form in processing your application. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'wlth)*. However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have the legal authority to request information under prescribed circumstances.

## GENERAL INFORMATION

This form can be used to apply for a birth, death, marriage or change of name certificate for events that have occurred and are registered in the Australian Capital Territory only. Single status and parentage searches can be also be applied for using this form. If you are unable to comply with the stated requirements, you will need to contact this office for further assistance.

## COMMITMENT TO SERVICE

For those applications received through the post, we commit to fulfilling your request for a certificate within three working days of receiving your application, providing we have enough information and evidence to establish your entitlement to the certificate. If your application does not meet our proof of identity requirements we may need you to reapply and provide additional identification and/or more information, either by post or by attending our office.

## REGISTERED PERSON TO PERSON POSTAGE

If you are not applying in person at our office, the certificate will be sent to you by registered person to person post. As a result you will need to produce appropriate identification at the post office in order to collect the certificate. Without that identification Australia Post will not allow you to collect the certificate.

## FEES CURRENT TO 30 JUNE 2008

The standard birth certificate fee is \$35.00. The commemorative package fee (which includes a standard birth certificate and a commemorative certificate) is \$49.00. If delivered by mail the certificate must be sent by secure registered person to person post and an additional \$5.00 fee is payable. If the certificate is to be sent by overseas mail, a \$16.00 international registered post fee will apply. Payment can be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

## CONTACT DETAILS

The Registrar-General's Office is located at 255 Canberra Avenue, Fyshwick ACT 2609. Our postal address is PO Box 225, Civic Square ACT 2608. Our office hours are 9:00am to 4:30pm Monday to Friday. You may also download forms and information from our website at [www.rgo.act.gov.au](http://www.rgo.act.gov.au) or contact this office on (02) 6207 0460.

## Telephone Interpreter Services

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjnuna t'interpretu, cempel:
PERSIAN	: اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

TRANSLATING AND INTERPRETING SERVICE

**131 450**

Canberra and District - 24 hours a day, seven days a week

**APP**

Form 208



Application No

**ACT GOVERNMENT***Births, Deaths and Marriages Registration Act 1997*

Registrar-General's Office

**APPLICATION FOR A CERTIFICATE****PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))****PART A – DETAILS OF APPLICANT**

Surname		Given names	
<input type="text"/>		<input type="text"/>	
Current residential address		Postal address if different from residential	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Daytime contact telephone number		E-mail address	
<input type="text"/>		<input type="text"/>	
Relationship to person named on certificate		Reason certificate needed	
<input type="text"/>		<input type="text"/>	
Postcode		Postcode	
<input type="text"/>		<input type="text"/>	
Signature			
<input type="text"/>		<input type="text"/>	

**PROOF OF IDENTITY REQUIREMENTS**

If you are applying for a birth, death, marriage, change of name certificate, single status or parentage search, there are particular identification requirements necessary for you to either apply for your own certificate or that of another person.

Your own certificate	<input type="checkbox"/>	You will require 3 forms of identification as described in table A.
A certificate for your child who is <u>under</u> 18	<input type="checkbox"/>	You will require 3 forms of identification as described in table A.
A certificate for your child who is <u>over</u> 18	<input type="checkbox"/>	The Privacy Commissioner has advised that a parent does not have an automatic right of access to their child's birth certificate, once the child has turned 18. As a result the Registrar-General will only permit access to the certificate where the child consents in writing. You will require 3 forms of identification as described in table A for you as the applicant, 3 forms of identification as described in table A for the child upon whose behalf you are requesting the certificate, and a letter from the child giving consent that you may apply for the certificate on their behalf.
A certificate for another person	<input type="checkbox"/>	You will require 3 forms of identification as described in table A for you as the applicant, 3 forms of identification as described in table A for the person named on the certificate, and a signed letter from the person named on the certificate giving consent that you may apply for the certificate on their behalf.
A certificate for another person where there is a legal requirement – solicitor, under power of attorney, welfare group, legal guardian	<input type="checkbox"/>	You will require 3 forms of identification as described in table A for you as the applicant and evidence of authority to obtain the certificate which may include the following: <ul style="list-style-type: none"> <li>Registered Power of Attorney;</li> <li>Court Order; or,</li> <li>Guardianship Order.</li> </ul>

**TABLE A – IDENTIFICATION REQUIRED TO BE PROVIDED UPON APPLICATION (OFFICE USE ONLY)**

3 forms of current identification must be provided upon application. At least 1 form of identification from list 1 and 2 other forms of identification from list 1 or 2. In cases where a person is unable to provide enough forms of identification please contact this office.

LIST 1	SIGHTED	NUMBER	LIST 2	SIGHTED	NUMBER
Australian Driver's Licence			Medicare Card		
Australian Passport			Credit Card or Store Account Card		
Firearms Licence			Centrelink Card		
Foreign Passport			Department of Veteran's Affairs Card		
			Security Guard Licence		
			Tertiary Education Institution Identification		

## PART B – DETAILS OF THE PERSON NAMED ON THE CERTIFICATE

Standard Birth Certificate  Commemorative Package  Commemorative Certificate Only

If applying for a commemorative package or certificate please indicate which type:

Canberra  Capital  Bluebell  Year 2000  Clowns  Blue Bunny  Pink Bunny  Teddy Bears  Duck

Surname at birth		Other surnames if any	
Given names		Date of birth	/ /
Place of birth in ACT			
Mother's/Parent's full maiden/former name			
Mother's/Parent's date of birth	/ /	Mother's/Parent's place of birth	
Father's/Parent's full maiden/former name			
Father's/Parent's date of birth	/ /	Father's/Parent's place of birth	

Death Certificate

Surname of deceased		Other surnames if any	
Given names of deceased		Date of death	/ /
Age at death			
Place of death in ACT			

Standard Marriage Certificate  Commemorative Package  Commemorative Certificate Only

Groom's surname at marriage		Groom's given names	
Groom's date of birth	/ /	Groom's place of birth	
Bride's surname at marriage		Bride's given names	
Bride's date of birth	/ /	Bride's place of birth	
Date of marriage	/ /	Place of marriage in ACT	

Change of Name Certificate

Parentage Search Certificate

Full name at birth		Current full name	
Date of birth	/ /	Any other previous names	

Single Status Search

Full name at birth		Current full name	
Date of birth	/ /	Place of birth	

## PART C – PAYMENT DETAILS

If you are applying by mail and payment is by credit card please complete the details below. Payment may be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Card	Amount	\$
Card Number			Expiry Date
Name of Cardholder	Signature of Cardholder		