

**ACR**

Form 209

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

Registrar-General's Office

**APPLICATION TO CORRECT A REGISTER****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 correct information kept in a register by the Registrar-General. This form may not be used to change the name of a child. An application to register a change of name for a child form must be completed and lodged for this purpose. If the correction relates to a birth registration for a child, both parents named on the certificate must sign and provide identification. If one parent is deceased, a copy of the death certificate is required. If the correction relates to a death registration, an immediate family member or the person who provided the information at time of registration must sign and provide identification. Please note that causes of death can only be changed by the medical practitioner who supplied the original information or by the coroner's office in the case of a coronial. If the correction relates to a marriage registration either party may apply to correct information relating to their details, however both parties must sign and provide identification. If one party is deceased a death certificate is required. In each circumstance, evidence of the correct information is required.

**FEES CURRENT TO 30 JUNE 2009**

There is no fee to lodge an application to correct a register, however a fee does apply if a new certificate is required after the correction is made. If you wish to apply for a certificate after the correction is made please complete an application for certificate form.

**CONTACT DETAILS**

The Registrar-General's Office is located 255 Canberra Avenue, Fyshwick ACT 2609. Our postal address is GPO Box 158, Canberra City ACT 2601. Our office hours are 9:00am to 4:30pm Monday to Friday. You may also download forms and information from our website at [www.ors.act.gov.au](http://www.ors.act.gov.au) or contact this office on (02) 6207 0460.

**WITNESSES TO SIGNATURES AND CERTIFIED COPIES OF DOCUMENTS**

If you are lodging this application in person you must supply original identification documentation. If sending your application by post you must have the identification documents certified as true copies of the original documents by a Justice of the Peace, Solicitor or Police Officer. If you are lodging this application in person all signatures may be witnessed by Births, Deaths and Marriages staff within the Registrar-General's Office. If you are sending your application by post all signatures must be witnessed by a Justice of the Peace, Solicitor or Police Officer.

**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-għajnunja t'interpretu, ċempel:
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

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Form 209



Registration No

**ACT GOVERNMENT**

*Births, Deaths and Marriages Registration Act 1997*  
Registrar-General's Office

## APPLICATION TO CORRECT A REGISTER

### PART A – DETAILS OF APPLICANT

Surname

Given names

Current residential address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

Postal address if different from residential

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

Telephone number during business hours

E-mail address

### PART B – DETAILS OF CORRECTION

EXISTING DETAILS TO BE CHANGED IN THE REGISTER OF-

BIRTHS

DEATHS

OR MARRIAGES

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CORRECT DETAILS TO REPLACE EXISTING INFORMATION

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## PART C – PARTY 1 DECLARATION

I,	being a (occupation)	
of (address)		Postcode

hereby apply to the Registrar-General to correct the information as described above and solemnly and sincerely declare that the statements made in this application are true and correct by virtue of the *Statutory Declarations Act 1959* and are subject to penalties provided by that Act for making false statements.

Declared at (suburb/town)

Applicant's signature

Before me (signature of witness)

Telephone contact of witness

Address of witness

State/Territory

Dated on

Qualification of witness (JP, Solicitor, Police Officer or BDM Staff)

Full name of witness

## PART D – PARTY 2 DECLARATION IF REQUIRED

I,	being a (occupation)	
of (address)		Postcode

hereby apply to the Registrar-General to correct the information as described above and solemnly and sincerely declare that the statements made in this application are true and correct by virtue of the *Statutory Declarations Act 1959* and are subject to penalties provided by that Act for making false statements.

Declared at (suburb/town)

Applicant's signature

Before me (signature of witness)

Telephone contact of witness

Address of witness

State/Territory

Dated on

Qualification of witness (JP, Solicitor, Police Officer or BDM Staff)

Full name of witness