



**ACT**  
Government

Justice and Community Safety

BIRTHS, DEATHS AND MARRIAGES  
OFFICE OF REGULATORY SERVICES  
Justice and Community Safety Directorate

## APPLICATION FOR CERTIFICATE

**Form 208 - APP**

*Civil Partnerships Act 2008*  
*Births, Deaths and Marriages Registration Act 1997*  
*Births, Deaths and Marriages Registration Regulation 1998*

### IMPORTANT INFORMATION

This form can be used to apply for a birth, death, marriage, civil partnership, 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 also be applied for by using this form. If you are unable to comply with the stated requirements, you will need to contact this office for further assistance.

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.

For 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.

### PRIVACY INFORMATION

The *Births, Deaths and Marriages registration Act 1997* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). The Registrar-General may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Documents provided as proof of identity may have their authenticity verified through Certificate Validation System (CVS) and the National Document Verification System (DVS). Documents issued by this office may also be verified by external agencies using CVS and/or DVS.

Once a person attains 18 years of age, the person's parents are unable to access the register without the persons consent. Further information and a copy of our access policy can be found on our website: [www.ors.act.gov.au](http://www.ors.act.gov.au).

### CONTACT INFORMATION

<b>Send completed forms to the Office of Regulatory Services:</b>	<b>GPO Box 158, Canberra ACT 2601</b>
<b>Lodge in person at the Office of Regulatory Services:</b>	<b>255 Canberra Avenue, Fyshwick ACT 2609</b>
<b>Office Hours:</b>	<b>9:00am to 4:30pm Monday to Friday</b>
<b>General enquiries telephone number:</b>	<b>(02) 6207 3000</b>
<b>Website address:</b>	<b><a href="http://www.ors.act.gov.au">www.ors.act.gov.au</a></b>

### INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with black pen and substitute information must be clear and all parties must sign in the margin. Do not use white out.

### FEES CURRENT TO 30 JUNE 2014

The fee for a standard certificate is \$41.00. The commemorative package fee (which includes a standard certificate and a commemorative certificate) is \$56.00. If delivered by mail, the certificate will attract a \$8.00 registered person-to-person postage fee. If the certificate is to be sent overseas, an \$18.00 international express post fee will apply.

Payment can be made by cash, credit card, EFTPOS, money order or cheque. All cheques should be made payable to the Office of Regulatory Services. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

If you require further information or need advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

## PROOF OF IDENTITY REQUIREMENTS

**All photocopies of identification must be certified as true copies of the originals by a Solicitor, Police Officer, or Justice of the Peace.**

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

<input type="checkbox"/> Your own certificate	You will require 3 forms of identification as described in table A. (see below)
<input type="checkbox"/> A certificate for your child who is <u>under 18</u>	You will require 3 forms of identification as described in table A. (see below)
<input type="checkbox"/> A certificate for your child who is <u>over 18</u>	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 provide access where the child consents in writing. You will require 3 forms of identification as described in table A. (below) for you as the applicant, 3 forms of identification as described in table A. (below) for the child 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.
<input type="checkbox"/> A certificate for another person	You will require 3 forms of identification as described in table A. (below) for you as the applicant, 3 forms of identification as described in table A. (below) for the person named on the certificate, and a signed letter from the person named on the certificate giving you consent that you may apply for the certificate on their behalf.
<input type="checkbox"/> A certificate for another person where there is a legal need – solicitor, under power of attorney, welfare group, legal guardian.	You will require 3 forms of identification as described in table A. (see below) for you as the applicant and evidence of your authority to obtain the certificate which may include the following; Registered Power of Attorney, Court Order or Guardianship Order. For further information, please contact the office on (02) 6207 0460.

## TABLE A – IDENTIFICATION REQUIRED TO BE PROVIDED UPON APPLICATION

Three forms of current identification must be provided upon application. At least one form must be Primary Proof of identity and at least two forms of Secondary Identity . In cases where a person is unable to provide enough forms of identification please contact this office.

Primary Proof of Identity	Secondary Proof of Identity
Photographic Drivers Licence issued in Australia (current or expired up to 2 years)	Current Medicare Card
	Current Credit Card or Account Card
Australian Birth Certificate (not a commemorative or an extract)	Current Centrelink or Department of Veteran Affairs Concession Card
Australian or Overseas Passport (current or expired up to 2 years)	ACT Services Access Card issued by ACT Government (Asylum seekers)
Australian Citizenship Certificate or Naturalisation Certificate	Australian-issued Security Guard/Crowd Controller Licence (with photo)
Dept of Immigration and Citizenship travel documentation (valid up to 5 year after issue)	Australian Issued Firearm Licence (with photo)
Dept of Immigration and Citizenship Certificate of Evidence of Resident Status	Current Student Identity Document (with photo)
Australian Proof of Age Card	Current State, Territory or Federal Government employee photo-identity card
Police Officer Photo Identity (ACT only)	



### APPLICATION FOR CERTIFICATE

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<b>Processing Officer</b> (Office use only)	
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<b>Application Number</b> (Office use only)	
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**DETAILS OF APPLICANT** (Person completing form)

<b>Surname</b>	<b>Given Name(s)</b>

<b>Current Residential Address</b>

<b>Daytime Contact Number</b>	<b>E-mail Address</b>	<b>Signature of Applicant</b>
<b>Reason Certificate is Required</b>	<b>Relationship to Person Named on Certificate</b>	

**POSTAGE DETAILS** (All Certificates forwarded by mail attract a \$8.00 registered person to person postage fee)

<b>Postal Address</b> (If different from residential address)

**BIRTH CERTIFICATE APPLICATION**

Standard Birth certificate
  Commemorative certificate (unable to be used for legal purposes)
  Commemorative Birth package  
 Canberra
  Capital
  Bluebell
  Year 2000
  Clowns
  Blue Bunny
  Pink Bunny
  Bears
  Duck

<b>Surname at Time of Birth</b>	<b>Given Name(s) at Time of Birth</b>
<b>Date of Birth</b>	<b>Place of Birth</b>
/ /	
<b>Mothers Full Former Name</b> (If any)	<b>Father/Parents Full Name</b>

**DEATH CERTIFICATE APPLICATION**

<b>Surname of Deceased</b>	<b>Given Name(s)</b>
<b>Date of Death</b>	<b>Place of Death in the ACT</b>
/ /	
<b>Mothers Full Former Name</b> (If any)	<b>Father/Parents Full Name</b>

**MARRIAGE CERTIFICATE** (commemorative certificate available)  **CIVIL PARTNERSHIP CERTIFICATE**

Standard Marriage certificate  Commemorative Marriage certificate  Commemorative Marriage package  
 (Commemorative certificates are currently not available for civil partnerships).

<b>Surname of Groom/Partner 1</b>		<b>Given Name(s) of Groom/Partner 1</b>	<b>Date of Birth</b>
			/ /
<b>Surname of Bride/Partner 2</b>		<b>Given Name(s) of Bride/Partner 2</b>	<b>Date of Birth</b>
			/ /
<b>Date of Marriage/Endorsement</b>	<b>Place of Marriage/Endorsement</b>		
/ /			

**CHANGE OF NAME CERTIFICATE**  **PARENTAGE SEARCH CERTIFICATE**  **SINGLE STATUS SEARCH**

<b>Surname at Time of Birth</b>		<b>Given Name(s) at Time of Birth</b>	
<b>Current Surname</b> (If different)		<b>Current Given Name(s)</b> (If different)	
<b>Date of Birth</b>	<b>Place of Birth</b>		
/ /			

**PAYMENT DETAILS (COMPLETE DETAILS FOR POSTAL APPLICATIONS ONLY)**

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

**PLEASE NOTE: Payments may be made by cheque, money order or credit card if lodged by post, or also by cash or EFTPOS if lodged in person. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.**