

## Who Can Apply

### Birth Certificates

Are only available to the registered person, parents, children, non-parental legal custodians/guardians (documentary evidence required) or their current marital spouse.

### Existing Change of Name/Deed Poll Certificates

Are only available to the registered person or their parents/legal custodians/guardians (documentary evidence required) if the child is less than 18 years. To register a Change of Name, please contact the Births, Deaths and Marriages registration office.

### Death Certificates

Are only available to the current spouse, parents, children and non-parental legal custodians/guardians (documentary evidence required).

### Marriage Certificates

Are only available to the registered persons or children of the marriage.

### Family History

If a birth registration is over 75 years, a death registration over 25 years, or a marriage registration over 60 years, any person may apply.

Persons other than those mentioned above may apply for a certificate if they have written authorisation from an eligible party and upon production of identification from that person as well as themselves.

### Fees

Current fees are on our website at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au), displayed at the Post Office or can be obtained from Births, Deaths and Marriages.

The fee covers a search of a ten-year period (or part thereof). Please provide as much information as possible with your application, as incorrect or insufficient information may result in a 'No Record' finding, with a further fee payable to search again with added details.

## How to Apply

This form may be used to apply for interstate certificates, however please note that fees and identification requirements are different for each State/Territory.

Contact information for interstate Registries can be obtained from our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au), Births, Deaths and Marriages, Service SA or the Post Office.

You may apply for a certificate:

**Online at**  
**[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)**  
Payment only by credit card.

### By Post

By completing this form and sending it with a copy of your identification and a cheque or money order (payable to Births, Deaths and Marriages) or your credit card details to the: **Births, Deaths and Marriages Registration Office, GPO Box 1351, Adelaide SA 5001.**

**Phone** 131 882

### Paying in Person

Payment can be made in person at:  
Consumer and Business Services  
Consumer Services Centre  
91 Grenfell Street  
Adelaide SA 5000

### Service SA customer service centres in:

Berri	Naracoorte
Gawler	Port Augusta
Kadina	Port Lincoln
Mount Gambier	Port Pirie
Murray Bridge	Whyalla

**[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)**



Application Form

# Birth, Death, Marriage or Change of Name Certificate

## Application for an existing certificate

Births, Deaths and Marriages Registration Office  
South Australia

## Your Checklist

Check the following to avoid delays:

- Can you apply?** – you as an **applicant** should read 'who can apply' to determine if you can obtain a certificate of the **registered** person
- Applicant's details** – complete in full
- Current ID** – ensure you provide correct type of ID
- Fees** – ensure payment details are completed correctly and in full



### Applicant's Identification

For South Australian applications, attach a copy of the following to your application:  
**ONE of the following** (showing photo **OR TWO of the following** (one must show current name and address and one must show signature):  
and current name, address and signature):

- Current Australian Driver's licence
- Proof of age card.
- Passport
- Current Australian Firearms licence
- Department of Veterans' Affairs card
- Centrelink or health care card
- Defence force/Police service ID card
- Pension/seniors card
- Electricity/gas/other utilities account
- Credit/direct debit **OR** bank statement
- Telephone/mobile account.

Please contact the Births, Deaths and Marriages Registration Office for additional identification examples if you have none of the above.  
**Please DO NOT send originals of documents of identification.**

### Service and Delivery

**Normal service** (processed within 5 working days)  I will **collect** the certificate available only at **BDM**  
 **Priority service** **Priority available for registered events only** (91-97 Grenfell St, Adelaide)  
(priority fee payable – processed within 1/2 hour if lodged at BDM counter,  Please **post** certificate  
91-97 Grenfell St, or express posted within 1 day for all other applications

### Applicant's Details

<b>Surname</b>	<b>Given Names</b>
<b>Residential Address</b>	Postcode
<b>Postal Address</b>	Postcode
<b>Reason for Certificate</b> (e.g. passport)	<b>Signature</b>
<b>Relationship to Registered Person</b> (e.g. self, mother)	<b>Telephone Number</b>

If you knowingly make a false or misleading representation on this application form, you may be guilty of an offence under section 51 of the Births, Deaths and Marriages Registration Act 1996.

**Birth Certificate** or an  **Existing Change of Name Certificate** (not available at Service SA) **QTY.**

<b>Surname at Birth</b>	<b>Surname at Present</b>
<b>Given Names</b>	<b>Place of Birth</b> (town) State
<b>Date of Birth</b>	/ / If date unknown, 10 year period search: (from) / / (to) / / <b>Present Age</b>
<b>Father's/Co-parent's Full Name</b>	<b>Mother's Full Name</b> (at birth)

### Death Certificate

<b>Surname</b>	<b>Given Names</b>	<b>QTY.</b>
<b>Date of Death</b>	/ / If date unknown, 10 year period search: (from) / / (to) / / <b>Age at Death</b>	
<b>Place of Death</b> (town)	State	<b>Funeral Director's Name</b> (if death within 6 months)

### Marriage Certificate

<b>Groom's Surname</b>	<b>Given Names</b>	<b>QTY.</b>
<b>Bride's Surname</b> (Before Marriage)	<b>Given Names</b>	
<b>Date of Marriage</b>	/ / If date unknown, 10 year period to search: (from) / / (to) / /	
<b>Place of Marriage</b> (town)	State	

### Payment Details

Enclosed is a cheque/money order payable to Births, Deaths and Marriages Registration Office, for amount \$ **OR**

**Name of Cardholder** **Please Debit**

**Signature of Cardholder**

**From My**  Visa  MasterCard  Other **Expiry Date**   /

**Card Number**                    **CVV Number**