

# Application to correct an entry

## Births, Deaths and Marriages

This application form is used to correct information in the Register held by the Births, Deaths and Marriages, South Australia.

This application form is not to be used to change the name of a child or to add father's details to a child's birth registration.

Corrections may include:

- adding additional information that was not known at the time of registration
- correcting a spelling error on the certificate
- modifying incorrectly supplied or omitted information.

The information contained on certificates reflects what was correct at the time of the event.

Names and/or addresses of parents, ages, occupations etc will not be updated to reflect more recent circumstances.

### How to apply

#### Identification (ID)

You must provide:

- TWO documents from list 1; or
- ONE document from list 1 and ONE document from either list 2 or 3; or
- ONE document from list 2 and TWO documents from either list 1 or 3; or
- THREE documents from list 3.

At least one document must show name and address and one document must show signature.

#### List 1

- Australian passport
- Australian driver's licence (front and back)
- Centrelink concession card (front and back)

#### List 2

- Government employee photo ID card
- Overseas driver's licence
- Tertiary student ID card
- Overseas passport
- Aviation/maritime security ID card
- Medicare card
- Australian firearms licence
- Security guard/crowd control licence

#### List 3

- Bank statement
- Council rates notice
- Utility account (electricity, gas, water)
- Proof of age card
- Tenancy or lease agreement
- Motor vehicle registration papers
- Telephone/mobile account
- ATO notice of assessment
- Mortgage documents
- Australian Electoral Commission enrollment
- Seniors card
- Superannuation fund statement
- Credit/debit card

All identification documents must be current (not expired). Where a document from list 3 is provided as evidence of address it must have been issued within the last three months.

If you don't have the required identification documents, please contact us for assistance - phone 131 882.

### Incorrect certificate

The original certificate **must** be surrendered at the time of lodging this application if it is for a person under the age of 18.

### Processing times

Visit [cbs.sa.gov.au](https://cbs.sa.gov.au) for estimated processing times.



## Supporting documentation

If a certificate contains an error, or the information is incomplete, documentation confirming the correct information must be supplied.

If lodging this application by post, supply certified copies of supporting documentation. A Justice of the Peace (JP), Notary Public, Police Officer or Practising Solicitor/Lawyer can certify supporting documentation.

See **page 4** for examples of documentation to support an application.

Note: causes of death can only be changed by the medical practitioner who signed the original medical certificate, or by the Coroner of a coronial case.

## Fees

Births, Deaths & Marriages (BDM) error

If an error is found to have been made by BDM, a replacement certificate will be reissued free of charge.

## Client error

In cases where incorrect or incomplete information was supplied by the informant at the time of registering the event, and it is agreed that a correction is appropriate, a correction fee may be payable and a replacement certificate will be reissued.

## Lodge your application

### By post

Complete this form and attach a copy of your ID, the original incorrect certificate (if it is for a person under the age of 18) and certified copies of your supporting documentation. Post the form to:

### Births, Deaths and Marriages

GPO Box 1351, Adelaide SA 5001

### In person

If your application is urgent, it can be lodged in person at our customer service center:

### Consumer and Business Services

4-6 Chesser Street  
Adelaide SA 5000

## Checklist

Register to be corrected

Applicant's details

Incorrect information

Correct information

Name, signature and date

I have attached the following to my application:

Identification documents

Incorrect certificate (original, not a photocopy)

Supporting documentation to confirm the correct information (certified copies if applying by post)

## Payment details

**Total Amount \$**

**Please debit:**

Mastercard

Visa

or enclosed cheque\*/money order

\* Payable to Births, Deaths and Marriages Registration Office

**Name of cardholder**

**Signature of cardholder**

X

**Date (dd/mm/yyyy)**

Card number

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

Expiry date

/

CVV

↓ ↓ ↓ ↓

## Disclosure of Information

BDM use the Commonwealth Government's Document Verification Service (DVS) to check your ID with the official record holder. Read more at [www.cbs.sa.gov.au/DVS](http://www.cbs.sa.gov.au/DVS).

Do you agree to the use of DVS?    Yes    No

Office use only

Registration no.

Original certificate returned    Yes    No

Error    Registry    Client

## Register to be corrected

Birth    Death    Marriage    Change of name    Relationship

## Applicant's details

Surname

Given names

Residential address

Suburb

Postcode

If your postal address is different to your residential address you **must** provide ID showing your current name and postal address.

Postal address

Suburb

Postcode

Phone number

Email

Applicant's relationship to registered person

Is the registered person:

Adopted

Donor conceived

I declare that the following error/omission has been detected on the certificate and I request this be corrected as follows:

**Incorrect information**

**Correct information** (attach copies of supporting documentation)

I understand that any certificates containing incorrect information must be returned if it is for a person under the age of 18. If an error is found to have been made by BDM, a replacement certificate will be issued free of charge. If the error was not due to an error by BDM, a correction fee may be payable.

Name

Signature

Date (dd/mm/yyyy)