

## Consumer and Business Services Births, Deaths and Marriages

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# CORR

## Application to **Correct an Entry**

### General information

This application form can be used to correct information in the Register held by the Births, Deaths and Marriages Registration Office, South Australia. Processing times for corrections may be up to 15 working days.

### 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 issued by this Office 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.

If a certificate contains an error or the information is incomplete, documentation confirming the correct information must be supplied to this Office. If you are mailing in this application, all photocopies of these documents must be certified as true copies of the originals by a Justice of the Peace, Solicitor or Police Officer.

**Please note the 'Application to Correct an Entry' form may not be used to change the name of a child or to add father's details to a child's birth registration.**

### Supporting documentation to be supplied

Examples of the types of documents required confirming the correct information are:

- *your date of birth is incorrect on your birth certificate* - letter from the hospital where you were born confirming the correct date
- *your name is spelt incorrectly on your birth certificate* - Baptism certificate, birth notice or early primary school records
- *incorrect spelling of parent's/previous children's names on certificate* - copy of birth certificate or passport etc
- *incorrect marriage details on a death or child's birth certificate (i.e. date & place of marriage)* - copy of marriage certificate

Please note that causes of death can only be changed by the medical practitioner who signed the original medical certificate, or by the Coroner in the case 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. The incorrect certificate **must** be surrendered.

#### 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 (refer fees & charges) and a replacement certificate will be reissued. The incorrect certificate **must** be surrendered.



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**Office use only**

Registration no.	_____	
Original certificate returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Error	<input type="checkbox"/> Registry	<input type="checkbox"/> Client

**Register to be corrected:**

Birth  Death  Marriage  Change of name

**Applicant's details** (you must provide identification)

Surname	_____		Given names	_____
Residential address	_____		Postcode	_____
Postal address	_____		Postcode	_____
Email	_____	Daytime phone	_____	
Relationship to registered person (e.g. self, mother)				
_____				

**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 to the Births, Deaths and Marriages Registration Office (BDM) with this form. 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	/	/
_____	_____	_____		

**Applicant's identification** For South Australian applications, attach a copy of the following to your application:

- |   |           |   |
|---|-----------|---|
| <b>ONE</b> of the following<br>(showing photo and current name, address and signature): | <b>OR</b> | <b>TWO</b> of the following (one must show current name and address and one must show signature): |
| Current Australian Driver's licence   |           | Passport  |
| Proof of age card   |           | Current Australian Firearms licence   |
|   |           | Centrelink or health care card  |
|   |           | Pension/seniors card  |
|   |           | Credit/direct debit card <b>OR</b> bank statement   |
|   |           | Department of Veterans' Affairs card  |
|   |           | Business and Occupational Services licence  |
|   |           | Defence force/Police service ID card  |
|   |           | Electricity/gas/other utilities account   |
|   |           | 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**