

# Application to correct an entry

## Births, Deaths and Marriages

This application form can be used to correct information in the Register held by the Births, Deaths and Marriages Registration Office, South Australia. This application form may not 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 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.

## 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

### 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 enrolment
- Seniors card
- Superannuation fund statement
- Certified academic university transcript
- 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 incorrect certificate **must** be surrendered at the time of lodging this application. You must return the original incorrect certificate, not a photocopy.

## Processing times

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

## Disclosure of information

When you complete this application you are consenting to the release of the personal information you provide to agencies which may be able to validate it.

The ID you provide may be verified through the online national Document Verification Service (DVS).

Documents issued by this office may be verified by other organisations using the DVS.



## Supporting documentation

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

Examples of the types of supporting 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. Documents must prove the correct spelling of the name at the time of the event.
- 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.

If your request is lodged to correct your child's name **within 8 weeks of the registration of your child's birth**, please submit this form; and in addition please note you must also include a Statutory Declaration statement signed by the parent(s) listed on the child's birth certificate confirming what the child's name should be registered as. The parent(s) listed on the birth certificate will also be required to submit a form of photo/signature I.D. with this Statutory Declaration.

## 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 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 centre:

**Consumer and Business Services**  
4-6 Chesser Street  
Adelaide SA 5000

## Checklist

I have completed the following:

- 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

Date (dd/mm/yyyy)

X

Card number

Expiry date

CVV

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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

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 (dd/mm/yyyy)

X