

# Application for a copy of a birth registration statement

## *Births, Deaths and Marriages*

### Who can apply

The only persons who have access to a birth registration statement are the registered person, their parents or a child of the registered person.

### 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.

### Fees

Visit [cbs.sa.gov.au](http://cbs.sa.gov.au) for current fees. Additional fees may apply for a letter of certification.

### Processing times

The processing time for a copy of a birth registration statement is approximately 4-6 weeks. Due to the nature of these applications, priority service cannot be offered.

### Lodge your application

#### By post

Complete this form and attach a copy of your ID, a cheque or money order (payable to Births, Deaths and Marriages) or your credit card details. Post the form to:

#### **Births, Deaths and Marriages**

GPO Box 1351, Adelaide SA 5001

#### In person

Complete this form and lodge it with your original ID at our customer service centre:

#### **Consumer and Business Services**

4-6 Chesser Street  
Adelaide SA 5000



## 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

Signature

X

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

### Photocopy of birth registration statement (not certified)

I acknowledge that I am applying for a photocopy of the birth registration statement that was lodged to register the birth. I understand that:

- the photocopy is a scan of the original document in a book and whilst every effort has been made to capture the best possible image, there may be times where the top of the page is obscured;
- due to the age of some of the records the copy may become faded or discoloured when copied; and
- this document will not be certified and cannot be used for identification purposes. If you require a letter of certification please select the scan option below.

I will **collect** at BDM  
(4-6 Chesser St, Adelaide)

**Post**

Surname at birth

Current surname

Given names

Date of birth (dd/mm/yyyy)

Place of birth (town)

Place of birth (state)

If date of birth unknown, 10 year period search (from)

(to)

Father's/co-parent's/parent's full name

Mother's/parent's full name (at birth)

Reason for application

Relationship to registered person (eg self, mother)

## Scan of birth registration statement with a letter of certification

I acknowledge that I am applying for a scanned copy of the birth registration statement that was lodged to register the birth. I understand that:

- additional fees may apply for a letter of certification;
- a link to securely download a scan of the original document will be sent to the email address provided in this application form;
- the digital image is a scan of the original document in a book and whilst every effort has been made to capture the best possible image, there may be times where the top of the page is obscured;
- due to the age of some of the records the copy may become faded or discoloured when copied;
- State Records will provide a letter of certification under the *State Records Act 1997*; and
- this document cannot be used for identification purposes.

**Surname at birth**

**Current surname**

**Given names**

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

**Place of birth** (town)

**Place of birth** (state)

**If date of birth unknown, 10 year period search** (from)

(to)

**Father's/co-parent's/parent's full name**

**Mother's/parent's full name** (at birth)

**Reason for application**

**Relationship to registered person** (eg self, mother)

## Disclosure of Information

BDM uses the Commonwealth Government's Document Verification Service (DVS) to check you 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

(If no, you will need to provide documents certified by an authorised witness such as a JP, police officer or a practicing lawyer or solicitor.)

## 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

↓ ↓ ↓ ↓