

# 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

### 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.



## 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 (91  
Grenfell 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)

## 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

↓ ↓ ↓ ↓