

# Adding court appointed guardian/s details to a death record

The Births, Deaths and Marriages Registration Office (BDM) can add court appointed guardian/s details to a death registration under s38A of the *Births, Deaths and Marriages Registration Act 1996*.

## Am I a guardian?

A court appointed guardian is a person to whom guardianship of another person is given by the Youth Court of South Australia.

## An application to add guardian(s) details must:

- include a completed statutory declaration (refer to reverse side of this sheet)
- be **signed** by the guardian(s) and be witnessed by a Justice of the Peace or a Solicitor
- include a copy of the order of the Youth Court of South Australia placing the child under the guardianship of the person named in the notice
- include document(s) of identification for each guardian, ensuring that each guardians signature and current address is shown. The following documents are acceptable as identification:
  - current Australian driver's licence
  - proof of age card
  - passport
  - current Australian firearms licence
  - Centrelink or health care card
  - credit/debit card
  - Medicare card

**All photocopies must be certified as true and correct by a Justice of the Peace or a Solicitor.**

All applications must be lodged at BDM in person or by mail.

## Disclosure of Information

BDM uses 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

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)

## Lodging this form

Mail this form to us or bring it in person to the customer service centre.

### CBS Customer Service Centre

4-6 Chesser Street  
Adelaide SA 5000

### Post

GPO Box 1351  
Adelaide SA 5001

**Telephone** 131882

**Website** [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)



# Statutory declaration

## Adding court appointed guardian details to a death record

Births, Deaths and Marriages Registration Act 1996 (BDMR Act).

### Child's details

Given name(s)

Date of death

Male  Female

Family name

Place of death (suburb/town in South Australia)

### Guardian 1 details

Given name(s)

Family name

### Guardian 2 details

Given name(s)

Family name

### Guardian 1 declaration

I (full name)

of (guardian's current residential address)

postcode

telephone

the guardian of (full name of child)

### Guardian 2 declaration

I (full name)

of (guardian's current residential address)

postcode

telephone

the guardian of (full name of child)

do solemnly and sincerely declare that I/we are the guardian(s) of the child named above. We request that the Registrar include details of the guardian(s) as stated above, on the death record of the above named child. We make this solemn declaration conscientiously believing the same to be true and correct and by virtue of the provisions of the *Oaths Act 1936*.

Declared at (suburb/town/state)

Declared at (suburb/town/state)

**Signature of guardian 1**

**Signature of guardian 2**

**Signature of qualified person (JP/Solicitor)**

**Signature of qualified person (JP/Solicitor)**

Name of qualified person

Name of qualified person

Address of qualified person

Address of qualified person

postcode

postcode

Qualification (eg JP)

Date

Qualification (eg JP)

Date