

# Application to Add a Parent's Details to a Birth Record

*Births Deaths and Marriages Registration Act 1996 (BDMR Act)*

## General information

The Births, Deaths and Marriages Registration Office can add father/co-parent's details to a birth record after registration of the birth if:

- a) the child was conceived naturally and the father's details are to be added; or
- b) the child was born as a result of a fertilisation process that the father/co-parent consented to and at the time of conception of the child, the parents were either
  - i) legally married; or
  - ii) in a registered relationship; or
  - iii) partners in a marriage-like relationship.

Please note, additional requirements apply if a woman becomes pregnant as a consequence of a fertilisation procedure using semen of a man who has died. One parent may make an application for the addition of information relating to parentage if the other parent cannot join in the application because he/she is dead or cannot be found for some other reason.

### **\*Extract from *Family Relationships Act 1975***

10A - Interpretation

(1) In this Part -

**Fertilisation procedure** means -

- (a) assisted insemination<sup>1</sup> (within the meaning of the *Assisted Reproductive Treatment Act 1998*); or
- (b) assisted reproductive treatment<sup>2</sup> (within the meaning of the *Assisted Reproductive Treatment Act 1998*).

## How to apply

The application must:

- include a completed statutory declaration (see attached)
- be signed by the birth mother and father/co-parent and be witnessed by a Justice of the Peace or solicitor
- include the child's original birth certificate (not a photocopy)
- include two documents of identification for each parent. Where the applicant is not one of the parents, two documents of identification for the applicant must also be included. At least one document must show a signature and current address. Photocopies must be certified true and correct by a Justice of the Peace or solicitor.

## Identification

The following documents are acceptable as identification:

- current Australian driver's licence (front and back)
- proof of age card
- passport
- current Australian firearms licence
- centrelink or health care card
- credit/debit card
- defence force/police service photo ID card.

All identification documents must be current (not expired).

Once an application is received, the Births, Deaths and Marriages Registration Office will recall the original birth registration documents completed by the mother at the time of the child's birth, and will make an assessment of the application based on that information. In some situations, you may be required to seek a Court Order for the father/co-parent's details to be added. For information on seeking a Court Order, please contact the Magistrates Court on (08) 8204 2444.

If an application is approved, details of the father/co-parent will be added to the birth record and a new birth certificate will be provided with father/co-parent's details included.

*Please note:*

*If you have Parentage Testing (DNA) reports, or a Court Order where a finding has been made in relation to parentage, please forward a certified copy of the document(s) with your application.*

## Changing a child's name

Please note: changing a child's name is a separate process. To change a child's name, an 'Application to Register a Change of Name (child under 18)' form needs to be completed and forwarded to the Births, Deaths and Marriages Registration Office with payment of the current fee.

## Enquiries

- NRS: 1300 555 727 (speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- Email: [bdm.registrations@agd.sa.gov.au](mailto:bdm.registrations@agd.sa.gov.au)
- Telephone: 131 882

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

<sup>1</sup> "assisted insemination" means assisted reproductive treatment (not being an in vitro fertilisation procedure or surgical procedure) in which human sperm are introduced, by artificial means, into the female reproductive system;

<sup>2</sup> "assisted reproductive treatment" means any medical procedure directed at fertilisation of a human ovum by artificial means and includes an in vitro fertilisation procedure;



## Options to lodge

### Apply bridgch

### Births, Deaths and Marriages

GPO Box 1351, Adelaide SA 5001

### Disclosure of information

When you complete this application you are consenting to the release of the personal information you provide, to agencies that 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 DVS.

## Checklist

Complete the following checklist before submitting your application:

- Completed application form
- Statutory declaration for mother has been completed
- Statutory declaration for other parent has been completed
- Identification for applicant (if not parent) has been certified by an authorised witness (refer to page 1)
- Identification for mother has been certified by an authorised witness (refer to page 1)
- Identification for other parent has been certified by an authorised witness (refer to page 1)
- Original birth certificate (not a photocopy) for the child has been returned
- Relevant court orders (if available)
- DNA parentage report (if available)

## Applicant's details

Provide details of the person completing this application form.

Surname

Given names

Residential address

Suburb

Postcode

If your postal address is different from your residential address you must provide ID showing your current name and postal address.

Postal address

Suburb

Postcode

Phone number

Email

Signature

Date

## Child's details

Given name(s)

Surname

Date of birth

Sex or gender identity

Male Female Non-binary

Indeterminate/intersex/unspecified

Place of birth (suburb/town in South Australia)

## Father/co-parent's details (at time of child's birth)

Given name(s)

Surname

Date of birth

Sex or gender identity

Male Female Non-binary

Indeterminate/intersex/unspecified

Place of birth (suburb/town in South Australia)

Usual occupation

Usual residence

Is the father/co-parent of Aboriginal or Torres Strait Islander origin?\*

No

Yes, Aboriginal

Yes, Torres Strait Islander

\* For persons of both Aboriginal or Torres Strait Islander origin, mark both 'Yes' boxes.

1. Please indicate if father/co-parent is deceased?

Yes No

2. Was the child conceived via a fertilisation procedure?

Yes No (if no, move on to the 'reasons for amendment' section below)

3. Did the father/co-parent consent to the fertilisation procedure that led to the birth of this child?

Yes No

4. At the time of conception of this child, was the father/co-parent either legally married, in a registered relationship or partners in a marriage-like relationship with the mother of the child?

Yes No

## Reasons for amendment

Is only one parent making this application?

Yes (if yes, please include a reason why below. Documentary evidence can be provided to substantiate your claim)

No

# Mother's statutory declaration

## False representation

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

Section 51 – False representation: A person who makes a false or misleading representation in an application or document under this Act, knowing it to be false or misleading, is guilty of an offence.

**Maximum penalty \$1250**

## Details to be completed by the birth mother

I,

**Birth mother's name in full**

Full name

Of

**Birth mother's residential address**

Full address

## Contact Details

Phone number

Email address

certify that I have read this form thoroughly and that the information provided is, to the best of my knowledge and beliefs, correct for the purposes of insertion into the Register.

make a solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1936*.

**Signature of birth mother** (sign declaration in presence of authorised witness)

Declared at

In the state of

on

/ /

Before me

Qualification (eg JP)

Full name of qualified witness (block letters)

Contact number of qualified witness

# Father/co-parent's statutory declaration

## False representation

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

Section 51 – False representation: A person who makes a false or misleading representation in an application or document under this Act, knowing it to be false or misleading, is guilty of an offence.

**Maximum penalty \$1250**

## Details to be completed by the birth father/co-parent

I,

**Father/co-parents' name in full**

Full name

Of

**Father/co-parents' residential address**

Full address

## Contact Details

Phone number

Email address

certify that I have read this form thoroughly and that the information provided is, to the best of my knowledge and beliefs, correct for the purposes of insertion into the Register.

make a solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1936*.

**Signature of father/co-parent** (sign declaration in presence of authorised witness)

[Signature area]

Declared at

[Location area]

In the state of

[State area]

on

[Date area] / /

Before me

[Witness name area]

Qualification (eg JP)

[Qualification area]

Full name of qualified witness (block letters)

[Witness name area]

Contact number of qualified witness

[Contact number area]