

Application for a birth certificate with chosen parenting title

Births, Deaths and Marriages

Who can apply

Parents of a child can make an application for a copy of the child's birth certificate reflecting a chosen parenting title for the co-parent.

A request can be made to instead describe the co-parent as mother, father, or parent on the birth certificate. This description will be used for all future birth certificates.

This application must be completed by both parents.

How to apply

Identification (ID)

Both parents 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.

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 access to the record or the required identification documents, please contact applications.bdm@agd.sa.gov.au.

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 enrollment
- Seniors card
- Superannuation fund statement
- Certified academic university transcript
- Credit/debit card

Fees

Visit cbs.sa.gov.au for current fees.

The fee covers a search of a ten-year period (or part).

Processing times

Normal service

Visit cbs.sa.gov.au for estimated processing times.

If you would like your certificate posted via Registered or Express Post, please include a self-addressed envelope with your application.

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 a regional Service SA location or at our customer service centre:

Consumer and Business Services

4-6 Chesser Street
Adelaide SA 5000

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.

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.)

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

X

Date (dd/mm/yyyy)

Card number

↓ ↓ ↓ ↓ ↓ ↓ ↓

Expiry date

/

CVV

↓ ↓ ↓ ↓

Service and delivery

Normal service

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

Post certificate

Mother'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*.

Co-parent's details

Surname

Given names

Parenting title (displayed on birth certificate)

Mother

Father

Parent

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

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*.

Birth certificate		Quantity
Surname at birth	Current	
Given names		
Date of birth (dd/mm/yyyy)		
If unknown, 10 year period search (from)		(to)
Place of birth (town/state)		
Mothers full name (at birth)	Co-parents full name (at birth)	
Reason for certificate (eg passport)		

Commemorative certificate	Quantity
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You can order a standard certificate (used to prove identity) or a commemorative certificate package (for display) which includes a standard certificate. Commemorative certificate packages are available for birth, marriage and relationship certificates. Enter the details of your certificate above and then enter the code of your commemorative certificate package in the box below (e.g. pandas, fauna, flowers). Visit our customer service centre or sa.gov.au/bdm to view available commemorative certificate designs.

Commemorative certificate package code: