Application Form

Birth, Death, Marriage or Change of Name Certificate

Application for an existing certificate

Applicant's checklist
I have:

- read ‘Who can apply’ and can access the registered person’s record
- provided the correct information under the section ‘Applicant's details’ (applicant and registered person are not always the same person)
- provided the correct type of ID (address shown on ID must match the address on your application)
- filled out the ‘Payment details’ on the back of this form

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 Certificate Validation Service and DVS.

Who can apply

Birth certificates
The registered person, their parents, children, non-parental legal custodians/guardians (documentary evidence needed) or current spouse have access to the birth certificate.

Existing change of name/deed poll certificates
The registered person, and, if a child 18 years or younger, their parents, legal custodians/guardians (documentary evidence needed) have access to the change of name certificate.

To register your name change, contact our office.

Death certificates
The spouse, parents, children and non-parental legal custodians/guardians (documentary evidence needed) have access to the death certificate.

Marriage certificates
The registered persons or children of the marriage have access to the marriage certificate.

Family history
If a birth record is more than 100 years old, a death record more 30 years old, or a marriage record more than 75 years old, anyone can apply.

Applicants other than those mentioned above may apply for a certificate if the eligible person gives written authorisation and the applicant shows the eligible person’s identification (ID) as well as their own.
Fees

Current fees are available at sa.gov.au/bdm or by contacting our office.

The fee covers a search of a ten-year period (or part). Provide as much accurate information as possible with your application. This can ensure you do not receive a ‘no record’ finding, then need to pay for a new search.

How to apply

You can apply online at sa.gov.au/bdm using your credit card.

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 at our customer service centre:

Consumer and Business Services
91 Grenfell Street
Adelaide SA 5000

The form can also be lodged at country Service SA locations. Check their website for opening times.

Phone 131 882

ID requirements for South Australian applicants

ONE of the following – showing photo, current name, address and signature:
• current Australian Driver’s licence
• proof of age card.

OR

TWO of the following – one must show current name and address and one must show signature:
• passport
• current Australian Firearms licence
• Centrelink or health care card
• pension/seniors card
• credit/direct debit OR bank statement
• Department of Veterans’ Affairs card
• business and occupational services licence
• Defence force/police service ID card
• electricity/gas/other utilities account
• telephone account

If you have none of the above, contact BDM for examples of other ID that may be accepted. Please do not send originals documents.

This form is accepted in other states or territories. However, ID requirements, fees and lodgment locations will be different.
### Applicant's details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Given names</td>
<td></td>
</tr>
<tr>
<td>Residential address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Postal address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Reason for certificate</td>
<td>(eg passport)</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Relationship to registered person</td>
<td>(eg self, mother)</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

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 or an Existing change of name certificate

| Surname at birth                           | Current surname                             |
| Surname at birth                           | Current surname                             |
| Given names                                |                                              |
| Place of birth (town)                      | State                                       |
| Date of birth                              | / / If unknown, 10 year period search (from) / / (to) / / |
| Father/co-parent's full name               | Mother's full name (at birth)               |

### Death certificate

| Surname                                    |                                              |
| Surname                                    |                                              |
| Given names                                |                                              |
| Date of death                              | / / If unknown, 10 year period search (from) / / (to) / / |
| Age at death                               |                                              |
| Place of death (town)                      | State                                       |
| Funeral director's name (if death within 6 months) |                                              |

### Marriage certificate

| Party one's surname (before marriage)      |                                              |
| Party two's surname (before marriage)      |                                              |
| Party one's given names                    |                                              |
| Party two's given names                    |                                              |
| Date of marriage                           | / / If unknown, 10 year period to search (from) / / (to) / / |
| Place of marriage (town)                   | State                                       |

### Service and delivery

- Normal service (see our website for processing times)
- Priority service available for registered events only
  - (fee payable – processed within 1/2 hour if lodged at BDM counter, 91 Grenfell St, or express posted within 1 day for all other applications. Not available for commemorative or family history certificates)

I will **collect** the certificate at BDM (91 Grenfell St, Adelaide)

I will **post** certificate

Please complete payment details overleaf
Commemorative certificates
Certificate packages are available if you would like a commemorative certificate (for display) as well as an official certificate (used to prove identity). Tick a checkbox to choose one of the commemorative certificates below.

**Birth certificates**

- Australian pink
- Australian blue
- Giraffe blue
- Giraffe pink
- Pandas
- Fauna
- Flowers
- Bunny blue
- Bunny pink
- Teddy bears
- Rabbit blue
- Rabbit pink

**Marriage certificates**

- Blossom
- Cherry Blossom
- Heart

**Payment details**
Enclosed is a cheque/money order payable to Births, Deaths and Marriages Registration Office, for amount $________ OR________.

- Name of cardholder
- Signature of cardholder
- From my Visa MasterCard
- Expiry date
- Card number
- CVV number