

Application for an existing certificate

Births, Deaths and Marriages

Who can apply

The Registry office only issues certificates for events which are registered in South Australia. To register a birth, death, marriage, relationship, change of name or change of sex or gender identity, please contact our office.

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.

Change of name/deed poll/identity acknowledgement 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/deed poll/identity acknowledgment certificate.

Death certificates

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

Marriage/relationship certificates

The registered persons or children of the marriage/registered relationship have access to the marriage or relationship certificate.

Family history

If a birth record is more than 100 years old, a death record more 30 years old, or a marriage/registered relationship 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. If you do not have access to the registered person's record, please contact our office - phone 131 882.

How to apply

Identification (ID)

You **must** provide:

ONE of the following (showing photo, current name, postal address and signature):

- Current Australian driver's licence
- Proof of age card

OR

TWO of the following (one must show current name and postal 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 Occupation Services licence
- Defence force/police service ID card
- Utility account (electricity, gas, water)
- Telephone/mobile account

Please do not send original documents. If you don't have the required identification documents, please contact us for assistance - phone 131 882.

This form is accepted in other states or territories, however ID requirements, fees and lodgement locations will be different.



Fees

Fees are effective 1 July 2019

- **Standard certificate** - \$54.50
- **Commemorative certificate package (includes standard certificate)** - \$77.00
- **Additional fee for priority service** - \$41.50

The fee covers a search of a ten-year period (or part). Provide as much accurate information as possible with your application to prevent you from receiving a 'no record' finding and having to pay for a new search.

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

Ground floor (street level)

91 Grenfell 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.

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)

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		↓	↓			↓	↓	↓	↓			↓									
		<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										

Expiry date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------

CWV

↓	↓	↓	↓
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service and delivery

- Normal service**
Visit cbs.sa.gov.au for estimated processing times.
 - Priority service**
Processed within 30 mins if lodged at CBS customer service centre or express posted within 1 day for all other applications.
- Must be lodged before 3pm at regional Service SA offices for priority service.
Not available for unregistered events or for commemorative or family history certificates.
- I will **collect** the certificate at BDM (91 Grenfell St, Adelaide)
 - Post** certificate

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**

Reason for certificate (eg passport) **Signature**

Relationship to registered person (eg self, mother)

Phone number **Email**

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*.

Death certificate

Quantity

Surname **Given names**

Date of death (dd/mm/yyyy) **If unknown, 10 year period search** (from) (to)

Age at death **Place of death** (town) **Place of death** (state)

Funeral director's name (if death within 6 months)

<input type="checkbox"/> Birth certificate <input type="checkbox"/> Existing change of name certificate (not available at Service SA) <input type="checkbox"/> Identity acknowledgement certificate (not available at Service SA)	Quantity
---	----------

Surname at birth **Current surname**

Given names

Place of birth (town) **Place of birth (state)**

Date of birth (dd/mm/yyyy)
 If unknown, 10 year period search (from) (to)

Father's/co-parent's full name **Mother's full name (at birth)**

<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Relationship certificate	Quantity <input type="text"/>
---	-------------------------------

Party one (bride/groom/partner)

Surname **Given names** **Date of birth (dd/mm/yyyy)**

Party two (bride/groom/partner)

Surname **Given names** **Date of birth (dd/mm/yyyy)**

Date of Marriage/Registration (dd/mm/yyyy)
 If unknown, 10 year period search (from) (to)

Place of Marriage (town) **Place of Marriage (state)**

<input type="checkbox"/> Commemorative certificate	Quantity <input type="text"/>
--	-------------------------------

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: