

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

Birth certificates

The registered person, their parents, children, non-parental legal custodians/guardians (documentary evidence needed), registered partner 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, de facto partner, registered partner, 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.

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.

How to apply

Identification (ID)

You 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.

List 1

- Australian passport
- Australian driver's licence
- 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 enrolment
- Seniors card
- Superannuation fund statement
- Certified academic university transcript
- Credit/debit card



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 us for assistance - phone 131 882.

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.

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.

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)

X

Card number

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

Expiry date

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CVV

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Service and delivery

Normal service

Priority service

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

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*.

Birth certificate

Existing change of name certificate (not available at Service SA)

Identity acknowledgement certificate (not available at Service SA)

Quantity

Surname at birth

Current surname

Given names

Date of birth (dd/mm/yyyy)

If unknown, 10 year period search (from)

(to)

Father's/co-parent's/parent's full name

Mother's/parent's full name (at birth)

Place of birth (town)

Place of birth (state)

Reason for certificate (eg passport)

Relationship to registered person (eg self, mother)

Death certificate	Quantity
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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)

Reason for certificate (eg estate) **Relationship to registered person** (eg self, mother)

Marriage certificate	Relationship certificate (not available at Service SA)	Quantity
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Party one (bride/groom/partner)

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

Party two (bride/groom/partner)

Surname (before marriage) **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)

Reason for certificate (eg passport) **Relationship to registered person** (eg self, mother)

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: