

## Application for Search

### BIRTH - TASMANIA

I hereby apply for: (tick appropriate box)

CERTIFICATE    EXTRACT    EXTENDED    DECORATIVE (includes standard)  
of birth on the following information:

Given name/s at birth: .....

Surname at birth: .....

Place of Birth in Tasmania (City or Town): .....

Date of birth: ..... / ..... / .....      Current Age: (.....)

**OR** if not known - years to be searched – From: ..... To: ..... inclusive  
This Office searches a five year period for the standard fee. For searches of six years or more, extended fees are payable.  
Please phone for details, or check the website below\*

Full names natural / adoptive parents: (cross out whichever is inappropriate)

Father: .....

Mother: .....

Mother's Maiden Name: .....

Purpose for which search is required: .....

Full Name of Applicant: .....

Relationship to person registered: .....

**If you are not the registered person the Registry of Births, Deaths and Marriages may contact you requesting further evidence of relationship.**

Address in full: .....

.....      Postcode:.....

Phone: (H) ..... (B) .....      Date: ...../...../.....

Email Address (if any): .....

**Should you require the Certificate to be posted to an address other than the one above, state the details below:**

Name: .....

Address: .....

Postcode: .....      Applicant's Signature: .....

**\*FOR CURRENT FEES PLEASE RING (03) 6233 3793 or REFER TO BD&M WEBSITE: [www.justice.tas.gov.au/bdm](http://www.justice.tas.gov.au/bdm) or ENQUIRE AT ANY SERVICE TASMANIA SHOP in Tasmania (locations, see over).**

Enclosed is a cheque / money order for \$ ..... made payable to the Registrar.

**OR:** charge to my:      Bankcard      Mastercard      Visa      (please circle)

Card Number: .....

Expiry Date: .....      Amount \$.....

Name of Cardholder: .....

Signature of Cardholder: .....

## APPLICANT'S IDENTIFICATION

(List 1) Any ONE of the following:		OR any TWO of the following: (List 2)		
<input type="checkbox"/> Current Australian Photo Driver's Licence	<input type="checkbox"/> Current Australian Passport	<input type="checkbox"/> Current overseas passport, with current entry permit	<input type="checkbox"/> School or educational report, less than 12 mths old	<input type="checkbox"/> Current Medicare card
<input type="checkbox"/> Current document of identity issued by Passport Office	<input type="checkbox"/> Current Defence Force or Police Service photo ID Card	<input type="checkbox"/> Current credit card, account card, passbook account statement	<input type="checkbox"/> Current entitlement card issued by the Commonwealth Government	<input type="checkbox"/> Current student identity card or statement of enrolment
		<input type="checkbox"/> Naturalisation/citizenship/immigration papers by the Department of Immigration		

Other forms of identification may be accepted at the discretion of Registry Staff or *Service* Tasmania Counter Staff

### HOW TO APPLY FOR A BIRTH SEARCH

Complete the Application Form and lodge **WITH THE REQUIRED IDENTIFICATION.**

**BY POST** – send the form with your cheque, money order or credit card details to: Registry of Births, Deaths and Marriages, GPO Box 198, Hobart, Tasmania, 7001. **Overseas applicants MUST** pay by credit card or bank draft in Australian dollars.

**IN PERSON** – you may apply and pay for your certificate at any *Service* Tasmania Shop listed below:

#### *SERVICE TASMANIA LOCATIONS*

<b>Beaconsfield</b> Council Chambers West Street	<b>Bridgewater</b> Shopping Centre 28 Greenpoint Road	<b>Burnie</b> Reece House 48 Cattley Street	<b>Campbell Town</b> Main Road	<b>Hobart</b> Lands Building 134 Macquarie Street
<b>Deloraine</b> 8 Emu Bay Road	<b>Devonport</b> 21 Oldaker Street	<b>George Town</b> Council Chambers 16-18 Anne Street	<b>Glenorchy</b> 4 Terry Street	<b>Oatlands</b> Council Chambers 71 High Street
<b>Huonville</b> 1 Skinner Street	<b>Launceston</b> Henty House 1 Civic Square	<b>Longford</b> Shop 3, 10 Marlborough Street	<b>New Norfolk</b> 14 Bathurst Street	<b>Smithton</b> 130 Nelson Street
<b>Queenstown</b> 2 Sticht Street	<b>Rosny</b> Bligh Street	<b>Scottsdale</b> Council Chambers 3 Ellenor Street	<b>Sheffield</b> 64 High Street	<b>Whitemark (Flinders Is.)</b> Lagoon Road
<b>Sorell</b> Shop 3, 5 Fitzroy Street	<b>St. Helens</b> 23 Quail Street	<b>Triabunna</b> 17 Vicary Street	<b>Ulverstone</b> 54-56 Edward Street	<b>Wynyard</b> 72 Goldie Street
		<b>Currie (King Island)</b> 15 George Street		

### PROCESSING TIME FOR APPLICATIONS

**STANDARD** – applications for non urgent searches will be processed within 5 working days from when the form is received at the Registry of Births, Deaths and Marriages. Please note, processing time may increase during peak periods. The result of the search will be mailed directly to the applicant. In some circumstances a different postal address will be accepted.

**URGENT** – applications for urgent searches (extra fee payable) will be processed the same day. For current fees and further details please ring (03) 6233 3793, or check the website – [www.justice.tas.gov.au/bdm](http://www.justice.tas.gov.au/bdm)  
Please note personal cheques are not accepted for the priority service.

### WHO CAN APPLY FOR A SEARCH

Birth searches are only available to the registered person, spouse, parents, children or guardians. If the applicant is not the registered person the Registry of Births, Deaths and Marriages may request further evidence of relationship. If you fall into a category other than those stated contact the Registry of Births, Deaths and Marriages for further information prior to making application. Family history searches are normally accepted from any person if the birth occurred more than 100 years ago and the applicant provides sufficient reason for the search. The access policy is available at the website – [www.justice.tas.gov.au/bdm](http://www.justice.tas.gov.au/bdm)

### HOW TO PROVE YOUR IDENTITY

When lodging the application for search you must prove your identity. If you are applying by post, send photocopies of your identification with the application. See above for acceptable types of identification.

### PRIVACY NOTES

In line with the *Personal Information Protection Act 2004*, the Registry of Births, Deaths and Marriages is collecting this information so that it can determine your eligibility to obtain the requested certificate and to prevent fraud. If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a copy of the certificate. Your personal information may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it.