

Application for Search

Pre-Registered Deed Poll – TASMANIA

(Registered before 1st November 2000)

I hereby apply for a pre-registered deed poll on the following information:

New Name:

Old Name:

Date of Change:/...../.....

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*

Date of Birth:/...../..... Place of Birth:

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 or ENQUIRE AT ANY SERVICE TASMANIA SHOP in Tasmania.**

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 PRE-REGISTERED DEED POLL 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

Beaconsfield Council Chambers West Street	Bridgewater Shopping Centre 28 Greenpoint Road	Burnie Reece House 48 Cattley Street	Campbell Town Main Road	Hobart Lands Building 134 Macquarie Street
Deloraine 8 Emu Bay Road	Devonport 21 Oldaker Street	George Town Council Chambers 16-18 Anne Street	Glenorchy 4 Terry Street	Oatlands Council Chambers 71 High Street
Huonville 1 Skinner Street	Launceston Henty House 1 Civic Square	Longford Shop 3, 10 Marlborough Street	New Norfolk 14 Bathurst Street	Smithton 130 Nelson Street
Queenstown 2 Sticht Street	Rosny Bligh Street	Scottsdale Council Chambers 3 Ellenor Street	Ulverstone 54-56 Edward Street	Whitemark (Flinders Is.) Lagoon Road
Sorell Shop 3, 5 Fitzroy Street	St. Helens 23 Quail Street	Triabunna 17 Vicary Street	Currie (King Island) 15 George Street	Wynyard 72 Goldie 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
Please note personal cheques are not accepted for the priority service.

WHO CAN APPLY FOR A SEARCH

Pre-registered deed poll searches are only available to the registered person, parents 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. The access policy is available at the website – 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.