



Application to Correct an Entry

GENERAL INFORMATION

The *Births, Deaths & Marriages Registration Act 1999* allows inaccurate records to be corrected. In most circumstances supporting evidence is required to amend a record in the register.

This application form **can** be used to correct information in the register kept by the Tasmanian Registry of Births Deaths & Marriages.

This application **cannot** be used to change a child's name or to include or remove the father's details on a birth registration.

Corrections may include:

- adding additional information that was not known at the time of registration.
- correcting a spelling error on the certificate.
- modifying incorrectly supplied or omitted information.

The particulars contained on a certificate issued by Births, Deaths & Marriages reflects the correct information at the time of the event.

HOW TO LODGE YOUR APPLICATION

Please post your application with your documentary evidence, identification and payment to:

Registry of Births, Deaths and Marriages
30 Gordons Hill Road
Rosny Park Tasmania 7018

OR lodge your application in person at a *Service Tasmania Shop*. Refer to www.justice.tas.gov.au/bdm for shop locations.

FEES

Births Deaths & Marriages Error:

If an error is found to have been made by Births, Deaths and Marriages, a replacement certificate will be reissued free of charge **only** when the incorrect certificate has been surrendered.

Client error:

In cases where incorrect or incomplete information was supplied at the time of registering the event, and it is agreed that a correction is appropriate, a correction fee may be payable (refer fees & charges). A replacement certificate will be reissued **only** when the incorrect certificate has been surrendered.

PAYMENT OPTIONS

Please include with your application a cheque or money order made payable to Births, Deaths and Marriages. Alternatively, please complete the credit card authorisation below.

Credit Card Type Visa Mastercard

Card Number _____ Expiry date _____ / _____

Cardholder Name Amount (\$)

Signature _____ Date signed



Application to Correct an Entry

BDM Receipt No _____

Registration No _____

Register to be corrected:

Birth Death Marriage

APPLICANT'S DETAILS (IDENTIFICATION REQUIRED - SEE PAGE 3)

Surname

Given Name/s

Postal Address

Suburb State Postcode

Email Phone

Relationship to registered person (e.g. self, mother)

I declare that the following error/omission has been detected on the certificate and I request this be corrected as follows:

INCORRECT INFORMATION

CORRECT INFORMATION (attach copies of supporting documentation)

I understand that any certificate containing incorrect information must be returned to the Births, Deaths and Marriages (BDM) with this form. If BDM made the error you will be issued a replacement certificate free of charge. If BDM did not make the error you may need to pay a correction fee.

Signature _____

Applicants Name

Date

For current fees please phone 1300 135 513 or visit www.justice.tas.gov.au/bdm
See page 3 for identification requirements

IDENTIFICATION REQUIREMENTS

You must submit **three, current** evidence of identity documents when applying to correct an entry at Births, Deaths and Marriages.

Please provide:

- **one document from each list (at least one containing a signature and one showing your current residential address);**
or
- **two documents from list 2 and one from list 3 (at least one containing a signature and one showing your current residential address);**
or
- **one document from list 1 and two from list 2 (at least one containing a signature and one showing your current residential address).**

If you are applying to correct an entry at Service Tasmania you will need to present your original identification documents.

If you are posting your application please enclose certified copies of identification by a [Justice of the Peace or Commissioner for Declarations](#).

HOW TO APPLY

In Person:

You may apply and pay the fee at any of the Service Tasmania Centre locations <http://www.service.tas.gov.au/about/shops/>

By Post:

Births, Deaths and Marriages

30 Gordons Hill Road

Rosny Park Tasmania 7018

Overseas applicants must pay by credit card or bank draft in Australian dollars.

Enquiries:

For processing times, fees and details about who can apply for a certificate please see our website - www.justice.tas.gov.au/bdm or email bdm@justice.tas.gov.au or phone 1300 135 513.

LIST 1

- Australian Drivers Licence
- Australian/Overseas Passport
- Australian Firearms Licence
- Australian Government issued Immicard
- Australian Citizenship Certificate
- Tasmanian Government Personal Information Card
- Department of Immigration & Border Protection Certificate of Evidence of Resident Status

LIST 2

- Medicare Card
- Bank Card or ATM Card with signature
- Australian Security Guard Licence
Department of Veteran Affairs or Centrelink Pensioner
- Concession Card or other entitlement card issued by Australian Government
- Government Issued Working with Vulnerable People Card
- Standard Australian Birth Certificate
- Student Identity Card with photo issued by Education Department

LIST 3

- Utility Account (electricity, water, sewerage, telephone, gas)
- Lease or Rent Agreement
- Council Rates Notice
- Australian Taxation Office Assessment
- Current school report card or letter of enrolment
- Financial Statement (including passbook, credit, savings or cheque accounts)

PERSONAL INFORMATION PROTECTION STATEMENT

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.