

## SECTION 1: Type of certificate

Please select type of certificate:

- Standard
- Priority Standard (additional fees will apply)
- Extract (not suitable for ID Purposes)
- Extended Search

For information on the different types of certificates and fees. visit

[www.justice.tas.gov.au/bdm/applyforcertificate](http://www.justice.tas.gov.au/bdm/applyforcertificate)

For security reasons your certificate will be sent by registered post (within Australia) and you will be charged a fee for this service. \*

If you would also like express post please tick the box.

Express and registered post

## SECTION 2: Details of deceased

Family name at death

Given name/s

Place of death in Tasmania

Date of death

If the date of death is unknown please enter years to be searched:

From:

To:

This office searches a five year period for the standard fee. For searches of six years or more additional fees apply. For more information about fees visit [www.justice.tas.gov.au/bdm/fees](http://www.justice.tas.gov.au/bdm/fees).

Name of spouse/partner (if applicable)

Name of parents

Reason certificate is required

## SECTION 3: Applicant details (Identification required section 4)

Applicant name

Relationship to registered person

**Births, Deaths and Marriages may contact you requesting further evidence of relationship documentation.**

Contact name

Street address

Town/City

State

Postcode

Country

Contact number

Email

## SECTION 4: Identification requirements

You will need to submit three, current evidence of identity documents when applying for a certificate from BDM.

Please provide

- one document from each list (at least one showing a signature and one showing your current residential address);  
OR
- two documents from list 2 and one from list 3 (at least one showing a signature and one showing your current residential address);  
OR
- two documents from list 2 and one from list 1 (at least one showing a signature and one showing your current residential address).
- If you have changed your name please provide evidence such as a marriage or change of name certificate.

If you apply at Service Tasmania you will need to take your original identification documents with you.

If you post your application please send copies of your identification that have been certified as true copies of the original documents by a [Justice of the Peace or Commissioner for Declarations](#).

### Identification 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

### Identification 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
- Birth certificate issued in Australia
- Student identity card issued by Education Department

### Identification list 3

- Utility account (electricity, water, sewerage, phone, gas)
- Lease or rent agreement
- Council rates notice
- Australian Tax Office assessment
- Current school report or letter of enrolment
- Financial statement (credit, savings or cheque accounts)

## SECTION 5: Personal information protection statement - Confirmation of consent

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.

Signature \_\_\_\_\_

Date signed

### Payment (only complete if mailing application)

- Visa       Mastercard       Money order       Cheque

Amount \$

Processing times and current fees visit - [www.justice.tas.gov.au/bdm/fees](http://www.justice.tas.gov.au/bdm/fees)

Card number

Expiry date

Name on card

Cardholder signature

Submit your form and payment

By mail  
Births Deaths and Marriages  
30 Gordons Hill Road  
ROSNY PARK TAS 7018

In person  
Visit any Service Tasmania shop, for locations go to  
<http://www.service.tas.gov.au/about/shops>

\*If you would like your certificate sent standard mail, by courier or overseas please contact BDM 1300 135 513.