

General Information

The information on a certificate issued by Births, Deaths & Marriages reflects the correct information at the time of the event. The *Births, Deaths & Marriages Registration Act 1999* allows inaccurate records to be amended. In most circumstances supporting evidence is required to change a record in the register.

This application form **can** be used to request that information be amended, such as a spelling error, an incorrect date or remove a parent with DNA evidence.

This application **cannot** be used to change a child's name (unless it is within 6 months of the birth) or to add parent details to a birth registration.

Fees

Births Deaths & Marriages Error:

If an error is found to have been made by Births, Deaths and Marriages, the record will be amended and a replacement certificate will be issued 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 an amendment is appropriate, you will need to pay an amendment fee. A replacement certificate will be reissued **only** when the incorrect certificate has been surrendered.

Record to be corrected:

- Birth
 Death
 Marriage

Certificate registration number

Date of event

Applicant's Details (Identification required - See Page 3)

Family name

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

What evidence is attached to support the correction (Required if the event occurred more than 6 months ago. Evidence must be from as close as possible to the time of the event)

Identification requirements

You must supply a least 3 forms of current identity.

At least one document must contain your current residential address.

Please choose:

- One document from each category 1, 2 and 3
- OR**
- Two documents from category 2 and one from category 1 or 3
- OR**
- Two documents from category 3 and one from category 1 or 2.

Category 1

- An Australian birth certificate
- Citizenship certificate
- Immicard
- New Zealand citizenship certificate together with passport
- New Zealand birth certificate

Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card
- Working with vulnerable people card

When submitting 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.

Category 3

- Medicare card
- Australian marriage certificate (Issued by BDM office)
- Centrelink or Department of Veterans Affairs card
- Security/Crowd control licence
- Tertiary education institution ID card
- Credit card / bank statement
- Utility account with current residential address (issued within last 3 months)
- Lease or rent agreement with current address
- Australian Tax Office assessment with current address

Name changes

• **If you have changed your name, please provide evidence (from the list below) of each name change. This is so we can link your current name to the name recorded on the marriage record.**

- BDM issued name change certificate(s)
- BDM issued marriage certificate(s)
- Divorce paper issued by court (showing previous name)
- Statutory declaration (if changed by common usage)
- BDM issued relationship certificate

Personal information protection statement - Confirmation of consent

In line with the *Births, Deaths and Marriages Registration Act 1999* and 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 lodge this request and to prevent fraud. Information held by Births, Deaths and Marriages may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law.

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies which may be able to validate that information in support of your application. It is important that all your identity documents are accurate and reflect your correct identity information. Documents provided as proof of identity may have their authenticity verified through the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using DVS.

Signature of applicant

Date signed

Payment

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

Would you also like the certificate sent express and registered post? Please tick the box.

Current fees visit - www.justice.tas.gov.au/bdm/fees

Visa Mastercard

Amount \$

Card number

Expiry date

Name on card

Cardholder signature

Submit your form
and payment
By e-mail
bdm@justice.tas.gov.au
Department of Justice

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
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.