

# Application to add information

## Add marriage details to birth record

Receipt number \_\_\_\_\_

### General information

This form is to be completed and signed by both parents.

To apply to add marriage details to a Tasmanian birth record you will need to provide the following:

- An official record of marriage between the parents listed on the child's birth record.
- Complete all relevant parts of this form and lodge with the required identification.

### Certificates

You can apply for an updated birth certificate as part of this application. Additional fees apply.

### Change of name

Change of name is a separate process. An application to register a change of name can be obtained from the BDM website [www.justice.tas.gov.au/bdm/forms](http://www.justice.tas.gov.au/bdm/forms).

### Adding parent/s details

The addition of the other parent's details to the birth registration is a separate process. An application to add biological father's details can be obtained from the BDM website [www.justice.tas.gov.au/bdm/forms](http://www.justice.tas.gov.au/bdm/forms).

### Before you apply

#### Privacy

The information required on this form is collected under the *Births Deaths and Marriages Registration Act 1999*.

Information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information to determine your eligibility to register the chosen gender, to issue the related certificate and to prevent fraud.

#### Disclosure of information

When you complete this application form, you are consenting 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 extremely 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). [www.dvs.gov.au](http://www.dvs.gov.au)

Documents issued by this office may also be verified by other organisations using DVS.

### Lodging your application

#### By e-mail or post

E-mail the completed form, certified identity documents and credit card details to [bdm@justice.tas.gov.au](mailto:bdm@justice.tas.gov.au)

OR

Send the completed form, certified identity documents and credit card details, cheque or money order to Births, Deaths and Marriages, 30 Gordon Hill Road, Rosny Park, TAS 7018.

#### In person

If you wish to lodge the application in person at the Births, Deaths and Marriages office, you will need to make an appointment by phoning 1300 135 513.

# Application to add information

## Add marriage details to birth record

### SECTION I - Child's details

#### Name at birth

Family name

Given name/s

#### Current name

Family name

Given name/s

Date of birth

#### Place of birth

Suburb/Town

State

#### Parent 1 details

Mother/Parent's family name

Mother/Parent's given names

#### Parent 2 details

Father/Parent's family name

Father/Parent's given names

# Application to add information

## Add marriage details to birth record

### SECTION 2 - Parent/s declaration statement

We declare that we are the natural parents of :

Child's name

We request the Registrar include the following details of our marriage on the birth record of our child.

Place of marriage

Suburb/Town

State

Country

Date of marriage

Day

Month

Year

Parent 1 signature

Date signed

Witness name

Witness signature

Date signed

Parent 2 signature

Date signed

Witness name

Witness signature

Date signed

# Application to add information

## Add marriage details to birth record

### SECTION 3 - Proof of identity

#### Identification requirements

You (each applicant) 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

#### 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

#### Certify your documents

If you mail your application each identity document attached must be certified.

#### How to certify your identity documents

1. Make a photocopy of each identity document
2. Take your photocopies and original documents to a Justice of the Peace (JP) or Commissioner for Declarations (CD)

#### How to certify your identity documents if you are currently overseas

1. Make a photocopy of each identity document.
2. Take your photocopies and original documents to an Australian Consular Officer or Australian Diplomatic Officer. For more information refer to the Department of Foreign Affairs and Trade website, [www.dfat.gov.au](http://www.dfat.gov.au)

OR

Take your photocopies and original documents to a Notary Public. Refer to your local government for a list of licensed Notaries.

3. Identity documents issued by overseas authorities must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).

#### Apply in person

If you are applying in person you must bring your original identity documents to your appointment.

# Application to add information

## Add marriage details to birth record

### SECTION 4 - Type of certificate

Would you like to order a birth certificate?

Birth certificate including all registered gender and name change details (if any)

**Recommended for evidence of identity**

OR

Birth certificate without gender and no details of registered name changes

Birth certificate without gender, with details of registered name changes

Birth certificate with current gender only (no previous gender or details of registered name changes)

Birth certificate with current gender and details of registered name changes

Birth certificate with all registered gender details but no details of registered name changes

Office use only  
BSC

Office use only  
BSCNG1

BSCNG2

BSC1

BSC2

BSC3

### Decorative certificates

If you would like to purchase a decorative please select one of the designs. NG - No gender shown on decorative.



FLORA

TEDDY

HANDS

FLORA/NG

TEDDY/NG

HANDS/NG

### SECTION 5 - Delivery details

Contact name

Street address

Town/City

State

Postcode

Country (if not Australia)

Contact number

Email address

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?

### Payment

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

Visa  Mastercard  Money order  Cheque

Amount \$

Card number

Expiry date

Name on card

Cardholder signature