

Application for fee waiver

Effective as of 22/04/2021

[Registry of Births, Deaths and Marriages Fee Waiver Policy](#)

Office use only

Court/QGAP and receipt no.:

Complete and sign this form, attaching:

- Evidence of financial hardship and immediate need for the person named on the certificate
- Proof of ID for the person who is applying.

Please complete a separate application for each person needing a fee waived certificate.

Which type of certificate do you require? <i>Please tick</i>	<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Marriage or civil partnership certificate
	<input type="checkbox"/> Change of name certificate	<input type="checkbox"/> Death certificate

Please complete the details below if you are applying for a birth certificate			
First name			
Middle name(s)			
Family name			
Date of birth			
Place of birth <i>Town or suburb</i>		State of birth	Queensland
Mother's first name			
Mother's middle name(s)			
Mother's maiden family name <i>this is your mother's family name at the time of her birth</i>			
Father's (or registered parent's) first name			
Father's (or registered parent's) middle name(s)			
Father's (or registered parent's) family name			

Please complete the details below if you are applying for a replacement change of name certificate	
Date of name change	
First name	
Middle name(s)	
Family name	

Please complete the details below if you are applying for a marriage or civil partnership certificate			
Date of marriage or civil partnership		Place of marriage or civil partnership <i>Town or suburb, state</i>	Queensland
Partner 1 first name			
Partner 1 middle name(s)			
Partner 1 family name <i>before marriage or civil partnership</i>			
Partner 2 first name			
Partner 2 middle name(s)			
Partner 2 family name <i>before marriage or civil partnership</i>			

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Please complete the details below if you are applying for a death certificate			
First name			
Middle name(s)			
Family name			
Date of death			
Place of death <i>Town or suburb</i>		State death	Queensland

Who is applying			
I <i>current name in full</i>			
of <i>home address in full</i>			
Postal address <i>include country only if not Australia</i>			Postcode
Email		Contact number <i>mobile preferred</i>	

Reason	
<p>You must provide evidence of financial hardship and immediate need for each certificate you are requesting in this application.</p> <p>RBDM will consider a fee waiver for individuals who can demonstrate, for each certificate:</p> <ol style="list-style-type: none"> 1. Financial hardship (evidence of an inability to pay the fee or access funds). 2. An immediate need (evidence that the certificate or other service is essential to improve the individual's circumstances). <p>Please describe your situation of financial hardship and immediate need, including evidence to support your claims. Refer to Appendix A of our fee waiver policy for examples of evidence that may be provided.</p>	

I declare that the information provided is true and correct. I understand it may be an offence to make a false or misleading representation in this form, and penalties may apply.	
Signature <i>of applicant</i>	Date DD / MM / YYYY

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application for a fee waived certificate under the *Births, Deaths and Marriages Registration Act 2003*. We will only use your information for this purpose, or as authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*. Your information may be shared with law enforcement and government agencies, verified with government and non-government agencies and for fraud prevention. Access to a certificate or information may be granted to any person who has adequate reason to obtain it and meets the requirements of the [access policy](#). For general information about the registry visit www.qld.gov.au/rbdm or contact the registry within Australia on **13 QGOV (13 74 68)**, international callers **+61 7 3328 4811 (+10 hours UTC)**.

Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane or nearest Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP), customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none">• Justice of the Peace• Commissioner for Declarations• Barrister or Solicitor• Notary Public	<ul style="list-style-type: none">• Notary Public• Australian Embassy officer• Australian Consulate officer

You must provide **3 forms of current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

If you currently live overseas, you may use the local equivalent for the ID items listed.

For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

Types of ID (categories)

Personal ID	Community ID	Home address evidence
<ul style="list-style-type: none"><input type="checkbox"/> Australian photo driver licence<input type="checkbox"/> Australian passport<input type="checkbox"/> Overseas passport<input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<ul style="list-style-type: none"><input type="checkbox"/> Medicare card<input type="checkbox"/> Concession or Healthcare card<input type="checkbox"/> Student ID<input type="checkbox"/> School or other educational report, less than twelve months old<input type="checkbox"/> Salary advice or payslip<input type="checkbox"/> Private Health Provider ID card<input type="checkbox"/> Defence Force or Police Service photo ID card<input type="checkbox"/> Australian Firearms licence<input type="checkbox"/> Document of identity issued by the Passport Office<input type="checkbox"/> Naturalisation, citizenship or immigration certificate<input type="checkbox"/> Full birth certificate<input type="checkbox"/> Security guard/crowd control licence<input type="checkbox"/> Government employee photo ID card<input type="checkbox"/> Blue card	<p>Provide only the page containing your name and current home address details.</p> <ul style="list-style-type: none"><input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc)<input type="checkbox"/> Rent/lease agreement<input type="checkbox"/> Rates notice<input type="checkbox"/> Registration or driver licence renewal notice<input type="checkbox"/> Recent official correspondence from Government service providers (not from this agency)<input type="checkbox"/> Electoral enrolment document<input type="checkbox"/> Insurance policy notice

Submitting your application

Your application will take longer if your supporting documents and proof of ID are not attached. Submit your application form either:

- by post to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person at the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane; your nearest Queensland Magistrates Court (except the Brisbane Magistrates Court); or Queensland Government Agent Program (QGAP) office.