

Application to add details of the father after registration of birth

Before submitting your application

- The birth is registered in Queensland (this is not an application to register a birth or a parentage order as a result of a surrogacy arrangement) and I have been unable to complete this form online at www.qld.gov.au/rbdm.
- We understand this does not change our child's name, this application form **only** adds details related to the father and the parents' relationship—we will need to lodge a change of name application, if we want to change our child's name.
- We have completed the application form.
- We have had our signatures in the declarations section of the application form witnessed by another adult person.
- We have included the required proof of ID documents with our application form (see the proof of ID list).
- By post:** all copies of my proof of ID and any supporting documents have been certified as being 'a correct copy' by a qualified witness
In person: all proof of ID and any supporting documents are the **originals**, to be sighted by staff.
- We have totalled all fees in 1 payment—for a current list of fees visit www.qld.gov.au/rbdm.
- We have enclosed payment and completed the 'payment options' section below (if applying by post).

Submitting your application

Your application will take longer if your documents and payment are not correct. Submit your application form either:

- by post, with payment and certified copies of proof of ID to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take your completed application form, **original** proof of ID and payment to the Brisbane registry counter at Level 32, 180 Ann Street, Brisbane; your nearest Queensland Magistrates Court (except the Brisbane Magistrates Court); or Queensland Government Agent Program (QGAP) office.

Payment options <i>Your credit card will be charged according to current fees</i>			
a) Who is the mother <i>your name</i>			
b) Child's name <i>in full</i>			
c) I have enclosed a bank cheque or money order payable to the Registry of Births, Deaths and Marriages for <i>we do not accept personal cheques</i>			\$
or debit my credit card	\$	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
Name on card			Signature of cardholder

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 RBDM customer service centre or nearest Queensland 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
<input type="checkbox"/> Current 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)	<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> <input type="checkbox"/> Recent utility account (gas, electricity, telephone, 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

Application to add details of the father after registration of birth

Office use only

Registration number

District code **Online form**

Births, Deaths and Marriages Registration Act 2003

Please print clearly and **do not** use correction fluid.

All information provided is to be as at the time of the child's birth, this application form only adds details related to the father and the parents' relationship. Lodge a change of name application to change your child's name.

1. Details of child as registered

First names			
Family name			
Date of birth		Place of birth	

2. Mothers details as registered

First names			
Family name			
Maiden surname <i>Family name at time of your birth or adoption</i>			
Date of birth*		Age in years	
Place of birth <i>Town/city, state or if born overseas town/city, country</i>			
Current residential address* <i>Street, suburb</i>		Postcode*	
Usual occupation <i>Lawyer, teacher, home duties</i>			
Is the mother of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Aboriginal origin <input type="checkbox"/> Yes, Torres Strait Islander origin <input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin <input type="checkbox"/> No			

3. Father's details to be added to your child's birth

First names			
Family name			
Date of birth*		Age in years	
Place of birth <i>Town/city, state or if born overseas town/city, country</i>			
Current residential address* <i>Street, suburb</i>		Postcode*	
Usual occupation <i>Lawyer, teacher, home duties</i>			
Is the parent of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Aboriginal origin <input type="checkbox"/> Yes, Torres Strait Islander origin <input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin <input type="checkbox"/> No			

4. Marriage/civil partnership details of child's parents *as at time of your child's birth, if applicable*

Date of marriage/civil partnership	
Place of marriage/civil partnership <i>Town/city, state or if overseas town/city, country</i>	

Continue to next page

5. Previous children born to the parents stated

First names <i>in full (do not include the child's family name)</i>	Date of birth	
		<ul style="list-style-type: none">• Enter in order of birth with the eldest child first. Do not include a child born of the same pregnancy as the child being registered.• Include legally adopted children.• If deceased enter "D" in the Date of birth column.• If not born alive enter "SB" in the Date of birth column.• If no previous children of this relationship write "None" in the first column.• Include children registered through court surrogacy parentage orders.

6. Declarations *must be completed by both parents*

Mother's declaration			
I, (full name)			
of (address)			
hereby apply to add the father to our child's birth and certify that the information shown is correct for the purpose of being included in the Register of Births.			
Signed <i>mother's signature</i>		*Contact number <i>of mother</i>	
*Email of mother			
Before me <i>signature of witness</i>		*Contact number <i>of witness</i>	
Father's declaration			
I, (full name)			
of (address)			
hereby apply to add the father to our child's birth and certify that the information shown is correct for the purpose of being included in the Register of Births.			
Signed <i>father's signature</i>		*Contact number <i>of father</i>	
*Email of father			
Before me <i>signature of witness</i>		Contact number <i>of witness</i>	
*By providing an email address and mobile number, we (the parents) consent to the use of our email addresses and mobile numbers for RBDM to provide us with electronic information and for contact via SMS and email that relates to this application. We understand that it is our responsibility to ensure that we have nominated secure email addresses to RBDM to send any related correspondence to. We acknowledge that it is our responsibility to ensure the security of that information upon receipt of it.			

Submission options

Post to	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
Lodge at	Level 32, 180 Ann Street Brisbane.

For further information visit www.qld.gov.au/rbdm or phone 13 QGOV (13 74 68), international callers +61 7 3022 6100.

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application to add details of the father after registration of birth under the *Births, Deaths and Marriages Registration Act 2003*. The information on this form may be provided to law enforcement agencies and to government and nongovernment agencies for verification of the data. Access to this information or a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry on **13 QGOV (13 74 68)**. For general information about the registry visit **www.qld.gov.au/rbdm**.