

# Disaster recovery replacement certificate application

Queensland Registry of Births, Deaths and Marriages (RBDM)

## Please address enquiries to:

Email: [BDM.Disaster@justice.qld.gov.au](mailto:BDM.Disaster@justice.qld.gov.au)

Postal address: PO Box 15188, CITY EAST QLD 4002

Phone: 13 QGOV (13 74 68)

**Certificates issued by all other Australian states and territories may also be requested by using this form.**

Please print clearly

<b>Person applying</b>	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		
<b>Address of property</b> <i>affected by the declared disaster</i>		<b>Postcode</b>	
<b>Your current name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Your registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Contact number</b> <i>mobile preferred</i>		<b>Email</b>	
<b>Postal address</b> <i>where certificate will be posted</i>			<b>Postcode</b>

**Note:** If you don't have an address that certificates can be posted to, we will contact you.

<b>Date of birth</b>		<b>Date of name change</b> <i>if any</i>	
<b>Place of birth</b> <i>Town or suburb</i>		<b>State or territory of birth</b>	
<b>Mother's first name(s)</b>			
<b>Mother's maiden family name</b> <i>this is your mother's family name at the time of her birth</i>			
<b>Father's (or registered parent's) first name(s)</b>			
<b>Father's (or registered parent's) family name</b>			

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

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Please print clearly

<b>Child one</b>	Birth certificate		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Date of birth</b>			
<b>Place of birth</b> <i>Town or suburb</i>		<b>State or territory of birth</b>	

<b>Child two</b>	Birth certificate		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Date of birth</b>			
<b>Place of birth</b> <i>Town or suburb</i>		<b>State or territory of birth</b>	

<b>Child three</b>	Birth certificate		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Date of birth</b>			
<b>Place of birth</b> <i>Town or suburb</i>		<b>State or territory of birth</b>	

**Note:** If you have more than three children that need replacement certificates, attach a separate sheet with their details.

## Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your certificate request under the *Births, Deaths and Marriages Registration Act 2003* and *Births, Deaths and Marriages Registration Regulation 2015*. The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of the data. To obtain details about the access policy and rights of access to this information contact the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3328 4811** (+10 hours UTC). For general information about the registry visit **[www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)**.

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**If you have any identification documents please complete**

<b>Driver licence number</b>		<b>State or territory of issue</b>	
<b>Passport number</b>			
<b>Medicare card number</b>			
<b>Other - please specify</b>			

**I declare that:**

- the information provided in this form is true and correct
- the certificates requested, having previously been in my possession, have been destroyed due to a declared natural disaster.

**I understand that:**

- giving false and misleading information is a serious offence
- by providing these details I consent to the use and disclosure of information to assist in obtaining the requested documents.

<b>Signature of person applying</b>	<b>Date</b>

**Office use only**

POI sighted			
<b>Name <i>printed</i></b>		<b>Date</b>	
<b>Signature</b>			
<b>RBDM Ref</b>		<b>Date</b>	

## 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"> <li>Justice of the Peace</li> <li>Commissioner for Declarations</li> <li>Barrister or Solicitor</li> <li>Notary Public</li> </ul>	<ul style="list-style-type: none"> <li>Notary Public</li> <li>Australian Embassy officer</li> <li>Australian Consulate officer</li> </ul>

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"/> 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><b>Provide only the page containing your name and current home address details.</b></p> <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