

Recognised details certificate

Recognise sex of child (under 16) born or adopted outside Queensland application

Complete this form to alter your child's sex in Queensland. If your child was born or adopted **in Queensland**, you need to complete an Acknowledgement of sex (under 16) application.

Before submitting your application

- ☐ We/I have read the rules and I am eligible to apply, visit www.qld.gov.au/RDCchild
- ☐ We/I have provided certified copies of all required supporting documents and have had them translated into English by an approved translator, if necessary:
- ☐ child's birth or adoption certificate
 - ☐ proof the child has lived in Queensland for 12 months (or more) and currently lives here
 - ☐ proof of ID for each person applying on the application (details on page 2) **and** documents showing details of any
 - ☐ previous changes of name or sex for the child
 - ☐ previous changes of name for the person(s) applying
 - ☐ parental or guardianship relationship to the child for the person(s) applying (as required).
- ☐ The child's recognised sex has not been altered in Queensland in the last 12 months.
- ☐ Another adult (18 or older) has witnessed our signatures in the declarations section—includes the signature of the child if aged 12 to 15.
- ☐ An authorised person (must be a developmentally informed practitioner) has completed attachment 1.
- ☐ We/I have included payment and completed the 'payment options' section below.

We/I understand:

- ☐ if the child was **born or adopted overseas**
- ☐ this form can be used to change the child's first names to better express their identity
 - ☐ to change the child's family name we/I also need to complete a change of name application and pay the additional fee.
- ☐ if the child was **born or adopted in another Australian state or territory**, we/I must contact the registry in that state or territory to change their name.
- ☐ the application may be refused (and the application fee not refunded) if we/I do not meet the eligibility requirements. Fees paid for any additional certificates and postage will be refunded. Read more about the refund policy visit www.qld.gov.au/RBDMrefundpolicy.

Submitting your application

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

- 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 by **booking an appointment**, visit www.qld.gov.au/RDCchild. Bring to your appointment your completed application form, original proof of ID and payment to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

Payment options *Your credit card will be charged according to current fees*

a) Who is paying <i>your name or organisation</i>			
b) Child's current 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"/>		
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 registry customer service centre at Level 32, 180 Ann Street, Brisbane, 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 ID**:

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

All forms of ID must either be:

- **current**—document has an expiry date, is valid, and not past the expiry date; **OR**
- **recent**—document does not have an expiry date, and was issued no more than 6 months before being submitted to us.

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"/> Birth certificate (does not expire)<input type="checkbox"/> Security guard or crowd control licence<input type="checkbox"/> Government employee photo ID card<input type="checkbox"/> Blue card	<p>Only provide the page with your name and current home address details. If the home address evidence provided is older than 6 months, we may still accept it.</p> <ul style="list-style-type: none"><input type="checkbox"/> Utility account (gas, electricity, home phone, etc)<input type="checkbox"/> Rent or lease agreement<input type="checkbox"/> Rates notice<input type="checkbox"/> Vehicle registration or driver licence renewal notice from the last 12 months<input type="checkbox"/> Official correspondence from Government service providers (not from us)<input type="checkbox"/> Electoral enrolment document<input type="checkbox"/> Insurance policy notice from the last 12 months

Recognised details certificate

Recognise sex of child (under 16) born or adopted outside Queensland application

Effective as of 24/06/2024
Births, Deaths and Marriages Registration Act 2023 (Section 54)

Please read and complete the checklist attached before signing the declarations and submitting the form. Print clearly and do not use block letters or correction fluid/tape. If you make a mistake, initial the correction.

1. Who is applying *Must match your proof of ID—who can apply visit www.qld.gov.au/RDCchild*

First name			
Middle name(s) <i>if any</i>			
Family name			
Relationship to child <i>tick 1 that applies and attach evidence</i>	<div><input type="checkbox"/> Parent <input type="checkbox"/> Myself (child applying)—court order attached</div> <div>OR</div> <div>Parental responsibility under a:<div><input type="checkbox"/> parenting order—court order attached</div><div><input type="checkbox"/> child protection order—court order attached</div><div><input type="checkbox"/> will—will and parents' death certificates attached</div></div>		
Home address <i>street, suburb, state</i>			Postcode
*Contact number <i>mobile preferred</i>			
*Email			

*By providing an email address and mobile number, I consent to RBDM contacting me by email or SMS about this application. I understand that it is my responsibility to provide secure contact details, and to keep information secure when received.

Normally both registered parents or all persons with parental responsibility must apply together: *tick 1 that applies*

☐ Both parents or persons with legal parental responsibility are applying together *(continue completing this section)*

☐ Only 1 parent is shown on the birth certificate, parenting order, child protection order, or will *(go to section 2)*

☐ Other person on birth certificate or court order has passed away—death certificate attached *(go to section 2)*

☐ Childrens court has approved my application—court order attached *(go to section 2)*

Other parent or person with parental responsibility applying: *Must match your proof of ID*

First name			
Middle name(s) <i>if any</i>			
Family name			
Relationship to child	<div><input type="checkbox"/> Parent</div> <div>OR</div> <div>Parental responsibility under a:<div><input type="checkbox"/> parenting order—court order attached</div><div><input type="checkbox"/> child protection order—court order attached</div><div><input type="checkbox"/> will—will and parents' death certificates attached</div></div>		
Home address <i>street, suburb, state</i>			Postcode
*Contact number <i>mobile preferred</i>			
*Email			

*By providing an email address and mobile number, I consent to RBDM contacting me by email or SMS about this application. I understand that it is my responsibility to provide secure contact details, and to keep information secure when received.

2. Child's birth details *Must match the details on the child's birth or adoption certificate*

First name	
Middle name(s) <i>if any</i>	
Family name	
Date of birth	DD / MM / YYYY
Place of birth <i>town/city, state and country</i>	

3. Sex details *Tell us the sex that is shown on the child's current birth certificate and the sex they identify as*

From <i>the child's current sex</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>	To <i>the sex they identify as</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>
If the child's recognised sex has been altered before to a sex that is different from what is shown on their birth certificate you must provide evidence—such as a recognised details certificate from another state or territory.			

4. Previous recognised details certificate *Only if issued in Queensland*

Has the child had a recognised details certificate issued before in Queensland?	<input type="checkbox"/> No <input type="checkbox"/> Yes, return their current recognised details certificate
---	--

5. New first names (if required) *Tell us the first names the child would like to use*

Only complete this section if you want to change the child's first names and they were born or adopted overseas. These are the names you want shown on the child's recognised details certificate to support their altered sex and are not prohibited names, visit www.qld.gov.au/RDCchild.

New first name	
New middle name(s) <i>if any</i>	
To change the child's family name you need to submit a change of name application and pay an additional fee. Do this before completing this application so the child's recognised details certificate shows their new full name visit www.qld.gov.au/changename .	

6. Other legal names the child has used

Has the child used other legal names?	<input type="checkbox"/> Yes, evidence is attached (<i>continue completing this section</i>) <input type="checkbox"/> No (<i>go to section 7</i>)		
Start with the child's most recent change of name below. You will need to provide certified copies of documents showing how their name was changed—for example, a change of name certificate or court order.			
Name in full			
How was the child's name changed? <i>change of name application, parent's marriage or divorce, court order</i>		DD / MM / YYYY	
Name in full			
How was the child's name changed? <i>change of name application, parent's marriage or divorce, court order</i>		DD / MM / YYYY	
Name in full			
How was the child's name changed? <i>change of name application, parent's marriage or divorce, court order</i>		DD / MM / YYYY	

7. Other legal names for person(s) applying

Have the person(s) applying used other legal names?	<input type="checkbox"/> Yes, evidence is attached for all legal name changes—for example change of name certificate, marriage certificate <input type="checkbox"/> No (<i>go to section 8</i>)
---	--

8. Declarations Must be completed and signed by each person applying—including the child if aged 12 to 15

We/I declare that:

Child's current name *in full*

1. Identifies as ☐ Male ☐ Female ☐ Another term: *please specify*

2. Altering the child's recognised sex is in the child's best interest.

3. We/I declare that all the information provided in this application is correct and altering the child's recognised sex and first name (if any) is not for a fraudulent or improper use.

Name of person applying

Signature

of person applying

Signature

of witness

Date

witnessed

DD / MM / YYYY

Name *of witness*

***Contact number of witness**

mobile preferred

***Email** *of witness*

Name of other person applying

Signature

of other person applying

Signature

of witness

Date

witnessed

DD / MM / YYYY

Name *of witness*

***Contact number of witness**

mobile preferred

***Email** *of witness*

Child's declaration *To be completed by the child if aged 12 to 15*

I *child's current name*

of *child's home address*

As a child 12 (or older) declare

I identify as

☐ Male ☐ Female ☐ Another term: *please specify*

I consent to changing my first names to:

Signature

of child

Signature

of witness

Date

witnessed

DD / MM / YYYY

Name *of witness*

***Contact number of witness**

mobile preferred

***Email** *of witness*

*The Registry of Births, Deaths and Marriages may contact you to verify these details or to ask for more details.

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your recognised details certificate under the *Births, Deaths and Marriages Registration Act 2023*. The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of the data. Change of name data is provided to the Queensland Police Service for database matching and updating. 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 within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit **www.qld.gov.au/rbdm**.

Continue to page 4

9. Certificate order details To view fees visit www.qld.gov.au/RDCchild

This application includes 1 official recognised details certificate. To update the child's ID in the community, we recommend that you select the **linking recognised details certificate**.

Important: A recognised details certificate is not legal proof of a name change—if you are changing the child's first names with this form you will also need to order an official change of name certificate.

Type of certificate Choose which free recognised details certificate you want and select any extra certificates

Official recognised details certificate	Sample details	Office use
<input type="checkbox"/> Linking recognised details certificate Shows the child's new recognised sex and name on the front and their previous recorded sex on the back (use to update sex on ID)	<div>Recognised details certificate (front) Name... John Citizen Sex..... Male DOB.... 1/10/2010 Place... Christchurch, New Zealand</div> <div>(back) Sex previously noted as male This Recognised Details Certificate is not legal proof of the name change, see Change of Name Certificate.</div>	Sex only rdc-n Sex and change of name – overseas born only rdc-con-n
OR		
<input type="checkbox"/> Recognised details certificate Shows the child's new recognised sex and name on the front and does not show any previous details (may not be suitable for updating sex on ID)	<div>Recognised details certificate (front) Name... John Citizen DOB.... 1/10/2010 Sex..... Male Place... Christchurch, New Zealand</div> <div>(back)</div>	Sex only rdc Sex and change of name – overseas born only rdc-con

Additional official recognised details certificate Additional fee payable

<input type="checkbox"/> Linking recognised details certificate How many _____	Extra certificate ccrdc-cs
<input type="checkbox"/> Recognised details certificate How many _____	Extra certificate ccrdc

Official change of name certificate Only if you were born overseas - additional fee payable

<input type="checkbox"/> Change of name certificate How many _____ Shows the child's new first names, former names and birth details. Does not show any sex details (needed to update name on ID)	<div>Change of name (front) Name Registered In Change of Name Register Name and family name... John Citizen Former Name/s Registered Name and family name... Jane Citizen Birth Particulars Name at birth... Jane Citizen DOB.... 1/10/2010 Place... Christchurch, New Zealand</div> <div>(back)</div>	cccn
---	--	------

10. Delivery details

Type of delivery	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post (recommended for security) <input type="checkbox"/> Express post <input type="checkbox"/> International registered mail		
First name(s)			
Family name			
Postal address include country only if not Australia		Postcode	

Continue to page 5

Attachment 1

Assessment of child by authorised person

This section must be completed by a professional who knows your child (not someone seeing them for the first time). They must be a **'developmentally informed practitioner'**, for more information about who can complete this section visit www.qld.gov.au/RDCchild.

This is an assessment of the child's understanding of the meaning and legal implications of altering their record of sex. It is not an assessment of the child's sense of their own gender identity, or whether transitioning is right for them.

Child's details *Must match the details on the child's current birth certificate*

First name	
Middle name(s) <i>if any</i>	
Family name	
Date of birth	DD / MM / YYYY

Authorised person's details

I name in full	
being a your occupation	
at name of practice or school	
of street address of practice or school	
	Postcode
*Contact number <i>mobile preferred</i>	
*Email	

*The Registry of Births, Deaths and Marriages may contact you to verify details or to ask for more information.

I have one of the qualifications or memberships listed *Tick one option and provide the membership or registration details*

<input type="checkbox"/> Registered medical practitioner	APRHA number
<input type="checkbox"/> Registered under the Health Practitioner Regulation National Law to practice psychology <i>Cannot be a student</i>	APRHA number
<input type="checkbox"/> Registered under the Health Practitioner Regulation National Law to practice occupational therapy <i>Cannot be a student</i>	APRHA number
<input type="checkbox"/> Registered under the Health Practitioner Regulation National Law to practice nursing as a registered nurse <i>Cannot be a student</i>	APRHA number
<input type="checkbox"/> Registered under the Health Practitioner Regulation National Law to practice as a midwife <i>Cannot be a student</i>	APRHA number
<input type="checkbox"/> Full or provisional certified practicing membership of The Speech Pathology Association of Australia Limited	Name on membership
<input type="checkbox"/> Member of the Australian Association of Social Workers Limited	Name on membership
<input type="checkbox"/> Registered on the Australian Register of Counsellors and Psychotherapists	Registration number
<input type="checkbox"/> Employed as a school guidance officer and hold both of the following: • full registration under the <i>Education (Queensland College of Teachers) Act 2005</i> • 1 of these qualifications <i>Tick the one that applies</i> <input type="checkbox"/> completed a masters course including guidance counselling, mental health or psycho-educational assessment <input type="checkbox"/> general or provisional registration in the Register of Psychologists kept by the Psychology Board of Australia <input type="checkbox"/> completed 4 years of a psychology program accredited by the Australian Psychology Accreditation Council	Teacher registration number Psychology board registration number

Continue to page 6

Assessment of child by authorised person

I have known the child since <i>the date you first saw the child in your professional capacity</i>			DD / MM / YYYY
I have seen them professionally on <i>tell us the most recent dates</i>	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY
I am aware the child is applying to alter their record of sex to		Sex child identifies as or seeks to identify as	

Information you need to complete this assessment

To complete this assessment, you must confirm the child understands the meaning and legal effects of altering their record of sex. The effects are:

- The child will be recognised under most Queensland laws, and for most legal purposes, as the sex they identify as. For example, a child altering their record of sex to non-binary will legally be recognised as a person who is non-binary
- Their Queensland birth certificate will be updated with the sex and first names they identify as—or if born outside Queensland they will get a recognised details certificate showing those details.
- Records containing their previous recorded sex will be closed and have access restrictions—the child can choose who, if anyone, they want to tell.
- Entitlements for the child won't change unless the law, will, or trust granting the entitlement specifies otherwise. For example, if a parent leaves money in their will 'to my sons and daughters', a child won't lose that entitlement if they change their record of sex to non-binary

My relationship with the child

Provide relevant details about why you began seeing the child and the extent they have discussed their sex or gender identity with you—use dot points and attach a letter if you need more space.

Does the child understand what it means to alter their record of sex and how it will affect them?

Ask them to tell you in their own words what the meaning and impacts are—use dot points and attach a letter if you need more space.

Read and tick each of the statements below in acknowledgement:

- ☐ I verify that I have seen/am seeing, the child named above in my professional capacity and I support the application to alter their record of sex.
- ☐ My professional assessment, based on my relationship with the child and understanding of children’s development, is that the child understands both
 - the legal implications of altering their record of sex (noted above)
 - the meaning of altering their record of sex
- ☐ I understand that it is an offence under the *Births, Deaths and Marriages Registration Act 2023* to provide false or misleading information.
- ☐ I believe that the statements in this declaration and assessment are true in every particular.

Signature <i>of authorised person</i>	
At <i>place signed</i>	
On <i>date</i>	DD / MM / YYYY

*The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information.