

Request a review of a certificate

This request form is **for your records only**—we received this request when you submitted it online and will start to process it for you. Do not send us this form unless we ask you to sign and submit it.

Before submitting your form

As requested I/we have:

- finished completing the request form
- signed the 'declaration' section
- attached the original certificate to the request form—if you do not have the original, you will need to apply for a replacement certificate
- attached the requested supporting documents
- checked that the delivery section shows the address for the correct certificate to be posted to.

Submitting your form

If RBDM requests this form to be signed and submitted with supporting documents it will take longer if your documents are not correct. Submit your form and requested documents either:

- by post to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take your signed request form and **original** documents to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

Important information

After RBDM have reviewed the event, we will let you know if you need to complete an application form, pay a fee and provide any proof of ID or supporting documents.

Registry of Births, Deaths and Marriages (RBDM) error

If an error has been made by us, a new certificate will be issued free of charge—only if original incorrect certificate is returned to us.

Client error

If incorrect or incomplete information was given by the person giving the details at the time of registering the event a fee may apply and a new certificate will be issued free of charge—only if original incorrect certificate is returned to us.



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 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"/> 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, 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

(Version 2)

Request a review of a certificate

Effective as of 23/08/2016

Births, Deaths and Marriages Registration Act 2003 (Section 42)

Office use only - Submitted online

Certificate returned Yes No
Error RBDM Client
Reference No.:

Only complete the checklist and complete/sign this request if requested by RBDM.
Please print clearly and **do not** use block letters or correction fluid.

1. Certificate details *Must be as shown on the Queensland certificate you want us to review*

Is the event registered in Queensland	<input type="checkbox"/> Yes <input type="checkbox"/> No, you need to apply to the interstate or overseas registry
Type of event	<input type="checkbox"/> Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/> Civil partnership <input type="checkbox"/> Change of name
Registration number	
Place of event <i>Town/city, state</i>	
Date of event	
First name	
Middle name(s) <i>if any</i>	
Family name	
For marriages and civil partnerships tell us the other persons name:	
First name	
Middle name(s) <i>if any</i>	
Family	

2. Correction details

I declare that the following error or missing information has been found on the certificate and I request this be corrected as follows:

Information as currently shown on the certificate	
New information <i>Attach copies of certified supporting documentation</i>	

3. Who is applying *Your details as shown on your proof of ID documents*

First name(s)	
Family name	
Your relationship to the person(s) named on the certificate	<input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Other (please specify)
Name of organisation <i>if applicable</i>	
Home address <i>street, suburb, state and include country if not Australia</i>	
	Postcode
*Contact number	
*Email	

**By providing an email address and mobile number, I consent to the use of that email address and mobile number for RBDM to provide me with electronic information and for contact using SMS and email that relates to this application. I understand that it is my responsibility to ensure that I have nominated a secure email address to RBDM to send any related correspondence to. I acknowledge that it is my responsibility to ensure the security of that information upon receipt of it.*

Continue to next page

4. Delivery details

Where the corrected certificate is to be posted	<input type="checkbox"/> Post to me at my home address above
	OR
	<input type="checkbox"/> Post to the delivery details below:
First name	
Family name	
Postal address <i>include country only if not Australia</i>	
	Postcode

5. Declaration *RBDM may ask you to sign and submit this request form*

I understand that any certificates containing incorrect information must be returned with this form. If an error is found to have been made by RBDM, a replacement certificate will be issued free of charge. If the error was not due to an error by RBDM, a correction fee may be payable.

Signature <i>of person applying</i>	sign here
Date	DD / MM / YYYY

Other person to sign *Only complete as requested by RBDM—your details as shown on your proof of ID documents*

I acknowledge the new information shown in section 2 and I request this be corrected.

I understand that any certificates containing incorrect information must be returned with this form. If an error is found to have been made by RBDM, a replacement certificate will be issued free of charge. If the error was not due to an error by RBDM, a correction fee may be payable.

First name	
Middle name(s)	
Family name	
Your relationship to the person(s) named on the certificate	<input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Other (please specify)
Signature <i>of other person</i>	sign here
Date	DD / MM / YYYY

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of reviewing a certificate under the *Births, Deaths and Marriages Registration Act 2003*. Unless required or authorised by law, your personal information will not be provided to any other third party without your consent. 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/rbdlm**.