

# Application to register a parentage order or discharge order

## Before submitting your application form

- I have read the online information carefully.
- We have completed the application form.
- The original court order is attached to the completed application form.
- We have included copies of the required proof of ID and other supporting documents with the application form.
- All copies of proof of ID and supporting documents have been certified as being 'a correct copy' by a qualified witness\*.
- Another adult has witnessed signatures in the declaration section of the application form.
- Payment is included with the application form.

## Submitting your application form

### *By post*

Post your application form and supporting documents to:

Registry of Births, Deaths and Marriages  
PO Box 15188  
CITY EAST QLD 4002

### *In person*

Take your application form and payment to the Brisbane registry counter at Level 32, 180 Ann Street, Brisbane or nearest Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP) office ([www.qld.gov.au/law/births-deaths-marriages-and-divorces/courthouse-and-qgap-locations](http://www.qld.gov.au/law/births-deaths-marriages-and-divorces/courthouse-and-qgap-locations)).



Form 13 (Version 3)

# Application to register a parentage order or discharge order

Effective as of 28/06/2012

Births, Deaths and Marriages Registrations Act 2003 (Section 41D and Section 41E)

Please print clearly and **do not** use correction fluid/tape.  
All information provided is to be as at the time of the child's birth.

**Office use only**

Registration number

District

## 1. Applicant's details

<b>Applicant A</b>			
First names		Signature of applicant	
Surname			
Current residential address <small>(Street, suburb, state and country)</small>		Postcode	
Postal address			
Telephone number		Mobile number	
Date of application		Email	
<b>Applicant B</b>			
First names		Signature of applicant	
Surname			
Current residential address <small>(Street, suburb, state and country)</small>		Postcode	
Postal address			
Telephone number		Mobile number	
Date of application		Email	
<small>The personal information on this form is collected by the Registry of Births, Deaths and Marriages for the purpose of providing services and undertaking related activities. Only authorised persons will have access to this information. Your details will not be disclosed to a third party without your consent unless the disclosure is authorised by law.</small>			

## 2. Details of child (as at time of birth)

First names	
Surname	
Date of birth	
Place of birth	
Birth mother	
Birth father/parent	

## 3. Details of child on the making of the order

First names	
Surname	

#### 4. Mothers/parents details

<input type="checkbox"/> Mother's details <input type="checkbox"/> Parent's details			
First names			
Surname			
Maiden surname <small>(Surname at time of your birth or adoption)</small>			
Date of birth*		Age in years	
Place of birth <small>(Town/city, state or if born overseas town/city, country)</small>			
Current residential address* <small>(eg Lawyer, teacher, home duties)</small>			Postcode*
Usual occupation <small>(Surname at time of your birth or adoption)</small>			
Is the mother/parent of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Yes, Aboriginal origin <input type="checkbox"/> Yes, Torres Strait Islander origin <input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin <input type="checkbox"/> No			

#### 5. Fathers/parents details

<input type="checkbox"/> Father's details <input type="checkbox"/> Parent's details			
First names			
Surname			
Date of birth*		Age in years	
Place of birth <small>(Town/city, state or if born overseas town/city, country)</small>			
Current residential address* <small>(eg Lawyer, teacher, home duties)</small>			Postcode*
Usual occupation <small>(Surname at time of your birth or adoption)</small>			
Is the father/parent of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Yes, Aboriginal origin <input type="checkbox"/> Yes, Torres Strait Islander origin <input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin <input type="checkbox"/> No			

#### 6. Marriage or civil partnership details of childs parents (if applicable)

Date of marriage or civil partnership	<input type="checkbox"/> Marriage <input type="checkbox"/> Civil partnership Date:
Place of marriage or civil partnership <small>(Town/city, state or if overseas town/city country)</small>	

#### 7. Previous children of this relationship

- 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.

First names	Date of birth	First names	Date of birth

## 8. Declarations

Declarations must be completed in full and witnessed by another person.

### Mother's/parent's declaration

I, (full name)

being a (occupation)

of (address)

Hereby apply to register our child's birth and certify that the information shown is correct for the purposes of being inserted in the Register of Births

Signed  
(mother's/parent's signature)

Declared at

On (date)

DD / MM / YYYY

Before me,  
(signature of witness)

Full name of  
witness

Address of witness

### Father's/parent's declaration

I, (full name)

being a (occupation)

of (address)

Hereby apply to register our child's birth and certify that the information shown is correct for the purposes of being inserted in the Register of Births

Signed  
(father's/parent's signature)

Declared at

On (date)

DD / MM / YYYY

Before me,  
(signature of witness)

Full name of  
witness

Address of witness

## Privacy statement

All items marked with an asterisk (\*) are for statistical, administrative and community planning purposes and will not appear in the Registers.

The collection of information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003*. It is used for the purposes of the Act which include registering births in Queensland and issuing birth certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to 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](http://www.qld.gov.au/rbdm).

## 9. Proof of identity requirements

Before a certificate, information or source document is released, an applicant's entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Proof of Identity Principles.

Applicants are required to 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.

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness.

The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being "a correct copy of the document":

- Justice of the Peace
- Commissioner for Declarations
- Barrister/Solicitor
- Notary Public

Where applications are received at the Brisbane Registry, Magistrates Courts (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP) Offices, client service officers are able to sight original proof of identity documents submitted in support of an application.

**Table 1: Proof of identity (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

Proof of identity documents are to be in the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the original documents.

The Registrars discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar on any unusual case that may fall outside the requirements of the above table.

## 10. Checklist

Your application must be accompanied by:

- an official copy of a Children's Court Parentage Order or Discharge Order
- the prescribed application fee.

Refer to [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm) to view fees.

## Submission options

<b>Post to</b>	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
<b>Lodge at</b>	Level 32, 180 Ann Street, Brisbane or your local Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent.