

Birth registration source document application

Before submitting your application

- ☐ The birth or adoption is registered in Queensland.
- ☐ I have checked the certificate access policy www.qld.gov.au/RBDMaccesspolicy and can apply for the birth registration source document.
- ☐ I understand if my application is refused the application fee will not be refunded. Read more about the refund policy, visit www.qld.gov.au/RBDMrefundpolicy.
- ☐ I have signed the 'who is applying' section of the application form.
- ☐ I have completed the application form in full—including the reason for the application and where the certificate(s) is to be posted.
- ☐ I have provided certified copies of required proof of ID (details on page 2) and supporting documents (as required) with my application form.
- ☐ I am aware that a photocopy of information/document cannot be released without being certified and both fees must be totalled in 1 payment: Photocopy of information/document - \$62.55
 Certifying a photocopy of information/document - \$65.20
Total cost - \$127.75 (standard post included)
- ☐ I have included payment and completed the 'payment options' section below.

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 customer service centre 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 *Your credit card will be charged according to current fees*

a) Who is paying the fee <i>your name or organisation</i>			
b) Name of person applying <i>in full</i>			
c) I have enclosed a bank cheque or money order payable to the Registry of Births, Deaths and Marriages for we do not accept personal cheques			\$
Or debit my credit card	\$	☐ MasterCard ☐ Visa	
Card number	/ /		
Expiry date	/		
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
- Justice of the Peace - Commissioner for Declarations - Barrister or Solicitor - Notary Public	- 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.

We value fraud prevention—**do not** provide credit or debit cards as proof of ID.

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 certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

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
☐ Australian photo driver licence ☐ Australian passport ☐ Overseas passport ☐ Adult Proof of Age card (formerly 18+ card)	We value fraud prevention—do not provide credit or debit cards as proof of ID. ☐ Medicare card ☐ Concession or Healthcare card ☐ Student ID ☐ School or other educational report, less than twelve months old ☐ Salary advice or payslip ☐ Private Health Provider ID card ☐ Defence Force or Police Service photo ID card ☐ Australian Firearms licence ☐ Document of identity issued by the Passport Office ☐ Naturalisation, citizenship or immigration certificate ☐ Birth certificate (does not expire) ☐ Security guard or crowd control licence ☐ Government employee photo ID card ☐ Blue card	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. ☐ Utility account (gas, electricity, home phone, etc) ☐ Rent or lease agreement ☐ Rates notice ☐ Vehicle registration or driver licence renewal notice from the last 12 months ☐ Official correspondence from Government service providers (not from us) ☐ Electoral enrolment document ☐ Insurance policy notice from the last 12 months

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Effective as of 24/06/2024
Births, Deaths and Marriages Registration Act 2023

Office use only

Court/QGAP and receipt no.:

Proof of ID for the person applying is required when making a request—please complete the application form in full and sign in the who is applying section.

1. Birth record details *Must be as shown on the Queensland birth record you are applying for*

Is the birth or adoption registered in Queensland		☐ Yes	
		☐ No, you need to apply to the interstate or overseas registry	
First name			
Middle name(s) <i>if any</i>			
Family name <i>on birth record</i>			
Place of birth			
Date of birth <i>if date is unknown, period to be searched</i>	DD / MM / YYYY		
Mother or registered parent's name			
First name			
Middle name(s) <i>if any</i>			
Family name			
Birth family name			
Father or registered parent's name			
First name			
Middle name(s) <i>if any</i>			
Family name			
Birth family name			

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

First name(s)			
Family name			
Your signature	sign here		
Your relationship to the person named on the certificate		☐ Yourself ☐ Parent	
		☐ Other (please specify) _____	
Name of organisation <i>if applicable</i>			
Home address <i>street, suburb, state and include country if not Australia</i>			
			Postcode
Date of application	*Contact number <i>mobile preferred</i>		
*Email			
*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to provide secure contact details, and to keep information secure when received.			

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3. Order details

Reason you want this certificate

4. Delivery details

Type of delivery

☐ Standard post (no additional fee) ☐ Registered post (recommended for security)
☐ Express post ☐ International registered mail

Where certificate is to be posted

☐ Post to me at my home address above

OR

☐ Post to the delivery details below:

First name

Family name

Postal address *include country only if not Australia*

Postcode

Privacy notice

The Department of Justice is collecting your personal information for the purpose of processing your birth certificate and source document applications 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. Access to 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**.