

# Disaster recovery replacement certificate application

## Name of declared area

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 (with sex) <input type="checkbox"/> Marriage or civil partnership <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>Sex on current birth certificate</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>			
<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 or registered parent's name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Birth family name</b>			
<b>Father or registered parent's name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Birth 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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<b>Child one</b>	Birth certificate (with sex)		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Sex on current birth certificate</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>		
<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 (with sex)		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Sex on current birth certificate</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>		
<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 (with sex)		
<b>Registered name</b>			
<b>First name(s)</b>			
<b>Family name</b>			
<b>Sex on current birth certificate</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: <i>please specify</i>		
<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 notice

The Department of Justice is collecting your personal information for the purpose of processing your certificate request under the *Births, Deaths and Marriages Registration Act 2023* 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 3022 6100** (+10 hours UTC). For general information about the registry visit **[www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)**.

### I declare that:

- the information provided in this form is true and correct.
- the certificates requested, having previously 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.

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## 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"> <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 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
<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)	<p>We value fraud prevention—<b>do not</b> provide credit or debit cards as proof of ID.</p> <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 <b>page with your name and current home address</b> details. If the home address evidence provided is older than 6 months, we may still accept it.</p> <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