

## Recognised details certificate

### Recognise sex adult (16 or older) born or adopted outside Queensland application

Complete this form to have your sex recognised in Queensland. If you were born or adopted in **Queensland**, you need to complete an Acknowledgement of sex (16 or older) application.

#### Before submitting your application

- I have read the rules and I am eligible to apply, visit [www.qld.gov.au/RDCadult](http://www.qld.gov.au/RDCadult)
- I have provided certified copies of all required supporting documents and have had them translated into English by an approved translator, if necessary:
- my birth or adoption certificate
  - proof I have lived in Queensland for 12 months (or more) and currently live here
  - proof of ID (details on page 2)
  - documents showing details of any previous changes of name or sex since my birth.
- I have not altered my recognised sex in Queensland in the last 12 months.
- I have had my signature witnessed in the statutory declaration (attachment 1), by a Justice of the Peace, Commissioner for Declarations, Notary Public, Barrister or Solicitor. Read more about completing the statutory declaration section, visit [www.publications.qld.gov.au/dataset/statutory-declaration](http://www.publications.qld.gov.au/dataset/statutory-declaration).
- I have included the supporting statement (attachment 2) from another adult person (18 or older) who has known me for 12 months or more.
- I have included payment and completed the 'payment options' section below.

#### I understand:

- if I was **born or adopted overseas**
- I can use this form to change my first names to better express my identity.
  - to change my **family name** I will need to complete a change of name application and pay the additional fee. Do this **before** your recognised details certificate application is finalised.
- if I was **born or adopted in another Australian state or territory**, I must contact the registry in that state or territory to change my name.
- my application may be refused (and the application fee not refunded) if 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](http://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/RDCadult](http://www.qld.gov.au/RDCadult). 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 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 <i>we do not accept personal cheques</i>			
or debit my credit card	<input type="checkbox"/> MasterCard <input type="checkbox"/> 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
<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.

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
<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"/> 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

**Recognised details certificate****Recognised sex adult (16 or older) 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 submitting this form. Print clearly and do not use block letters or correction fluid/tape. If you make a mistake, initial the correction.****1. Sex details** Tell us the sex that is shown on your current ID and nominate the sex you identify as

<b>From</b> the sex on your current ID	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>To</b> the sex that you identify as	<input type="checkbox"/> Male <input type="checkbox"/> Female
	<input type="checkbox"/> Another term: please specify		<input type="checkbox"/> Another term: please specify

If the sex shown on your current ID is different to what is shown on your birth certificate you must provide evidence—such as a recognised details certificate from another state or territory.

**2. New first names (if required)** Your family name cannot be changed using this form, visit [www.qld.gov.au/changename](http://www.qld.gov.au/changename)Only complete this section if you want to change your first names and were born or adopted overseas. These are the names you want shown on your recognised details certificate to support your recognised sex and are not prohibited names, visit [www.qld.gov.au/RDCadult](http://www.qld.gov.au/RDCadult).

<b>New first name</b>	
<b>New middle name(s) if any</b>	

To change your family name you need to submit a change of name application and pay an additional fee. Do this before completing this application so your recognised details certificate shows your new full name.

**3. Your birth details** Must match the details on your birth or adoption certificate

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

**4. Other legal names you have used**

<b>Have you used other legal names?</b>	<input type="checkbox"/> Yes, evidence is attached (continue completing this section)
	<input type="checkbox"/> No (go to section 5)

Start with your most recent change of name below. You will need to provide certified copies of documents showing how you changed your name—for example, a change of name certificate, marriage certificate, civil partnership certificate or Deed Poll.

<b>Name in full</b>	
<b>How did you change your name?</b> change of name, marriage, civil partnership, deed poll	

Continue to page 2

<b>Name in full</b>		
<b>How did you change your name?</b> <i>change of name, marriage, civil partnership, deed poll</i>		
<b>Name in full</b>		
<b>How did you change your name?</b> <i>change of name, marriage, civil partnership, deed poll</i>		
<b>Name in full</b>		
<b>How did you change your name?</b> <i>change of name, marriage, civil partnership, deed poll</i>		
<b>Name in full</b>		
<b>How did you change your name?</b> <i>change of name, marriage, civil partnership, deed poll</i>		

### 5. Previous recognised details certificate *Only if issued in Queensland*

<b>Have you had a recognised details certificate issued before in Queensland?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, return your current recognised details certificate
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### 6. Who is applying *Your details as shown on your proof of ID documents*

<b>I declare that all the information provided in this application is correct and I am not altering my recognised sex and first name (if any) for a fraudulent or other improper purpose.</b>			
<b>Current first name</b>			
<b>Middle name(s) <i>if any</i></b>			
<b>Family name</b>			
<b>Your signature</b>	sign here		
<b>Home address</b> <i>street, suburb, state</i>			<b>Postcode</b>
<b>Date of application</b>		<b>*Contact number <i>mobile preferred</i></b>	
<b>*Email</b>			

\*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 ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

### 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](http://www.qld.gov.au/rbdm).

Continue to page 3





## Attachment 1

Statutory declaration	
I, your name in full as shown on your proof of ID	
<b>Do solemnly and sincerely declare that:</b>	
I identify as	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another term: please specify
I make the following statutory declaration under the Oaths Act 1867; I identify as the sex stated in this application and I live or seek to live as a person of this identified sex.	
I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.	
I understand it is a criminal offence under section 194 of the Criminal Code to knowingly provide false information in a declaration.	

I state that: *\*cross-out whichever statements are not applicable*

A. This declaration was made in the form of an electronic document.\*[i]

B. This declaration was electronically signed.\*[ii]

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* (audio visual links).\*[iii]

Declared at place		on	DD / MM / YYYY
Signature of person applying			
If the person applying has directed a substituted signatory to sign for them <i>cross-out or leave blank if not applicable</i>			
Full name of substituted signatory		on	DD / MM / YYYY
Signature of substituted signatory			
In the presence of:			
Full name of witness			
Type of witness <i>for example, Australian legal practitioner, lawyer, Justice of the Peace, Commissioner for Declarations, notary public, a Justice of the Peace or commissioner for declarations approved by the Chief Executive under section 12(2) of the Oaths Act 1867, government legal officer, etc.</i>			
Signature		INSERT JP SEAL HERE	
Witness's place of employment <i>cross-out or leave blank if not applicable</i>		on	DD / MM / YYYY
<i>For example, the name of the law practice for the Australian legal practitioner, the name of the government department of the government legal officer, the name of the law practice for a justice of the peace who witnesses documents for a law practice, etc.</i>			

**For special witness to complete** *Tick as applicable*

- I am a **special witness** under the *Oaths Act 1867*. (see section 12 of the *Oaths Act 1867*)
- This document was made in the form of an electronic document.[iv]
- I electronically signed this document.[v]
- This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.[vi]

**\*\* IMPORTANT NOTE \*\***  
PLEASE COMPLETE THE NEXT PAGE TITLED  
"HOW THIS DOCUMENT WAS MADE".  
PLEASE ATTACH THIS PAGE TO YOUR STATUTORY DECLARATION.

Continue to page 5

## HOW THIS DOCUMENT WAS MADE

*Please attach this page to your statutory declaration*

**NOTE: FAILURE TO COMPLETE THIS TABLE DOES NOT INVALIDATE THE DOCUMENT**

The signatory (person applying /declarant) or substitute signatory must complete this section

### SIGNATORY / SUBSTITUTE SIGNATORY to complete

#### Who signed this declaration?

- the signatory (person applying/declarant)  
 a substitute signatory

#### How did the signatory/substitute signatory sign?

- on paper  
 electronically

#### How was this declaration witnessed?

- in person  
 over audio visual link

The witness must complete this section

### WITNESS to complete

#### How did you (the witness) sign this document?

- on paper  
 electronically

#### What document did you (the witness) sign?

- The same physical (paper) document that was signed in the presence of the signatory /substitute signatory  
 A copy of the document that was signed by the signatory/substitute signatory (e.g a scanned copy of a paper signed document, a photocopy or printout)  
 A counterpart of the document (a copy of the document without the signature of the signatory/substitute signatory)

#### What form of document did you (the witness) sign?

- paper  
 electronic (tick this if you electronically signed the document or if you physically signed a copy of the document signed by the signatory/substitute signatory and then sent a scanned copy of that document to the signatory or other person)

#### How was the substitute signatory directed to sign (if applicable)?

- in person by the signatory  
 over audio visual link by the signatory

### Footnotes

[i] Include this statement if you electronically signed the document or if you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness.

[ii] Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.

[iii] Include this statement if the document was made over audio visual link.

[iv] Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the declarant.

[v] Tick this box if you electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.

[vi] Tick this box if the statutory declaration was made over audio visual link.

Continue to page 6



## Attachment 2

### Supporting statement

You must be 18 or older and have known the person who is applying for 12 months or more.

<b>First name(s)</b>			
<b>Family name</b>			
<b>Home address</b> <i>street, suburb, state and country if overseas</i>		<b>Postcode</b>	
<b>*Contact number</b> <i>mobile preferred</i>			
<b>*Email</b>			
<p>*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 ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.</p>			

<b>Name of person applying</b> <i>in full</i>			
<b>How do you know the person applying?</b> <i>such as friend</i>			
<b>I confirm that they identify as</b>	<i>sex they identify as</i>		

**By signing this statement, I declare that I:**

- Am 18 years or older
- Have known the person applying for 12 months or more
- Believe the person who is applying is doing so honestly and in good faith
- Support this application

<b>Signature</b> <i>of person making statement</i>	
<b>Date</b>	DD / MM / YYYY

The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information. It is an offence under the *Births, Deaths and Marriages Registration Act 2023* to provide false or misleading information.

### Privacy notice

The Department of Justice and Attorney-General is collecting your personal information to help us consider the application you are supporting under the *Births, Deaths and Marriages Registration Act 2023*. Your personal information will not be used for any other purpose or disclosed unless authorised or required by law, and will be handled in accordance with the *Information Privacy Act 2009*.