

Certificate information policy



Acknowledgement of Traditional Custodians



The Department of Justice and Attorney-General recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present and emerging.

We recognise and celebrate the unique and continuing position of Aboriginal and Torres Strait Islander peoples in Australia's history, culture and future, and acknowledge their ongoing strength, resilience and wisdom. We are working to translate this recognition into fair, safe and inclusive practices, policies and services for Aboriginal and Torres Strait Islander peoples.

Table of Contents

1.0 Introduction	4
2.0 Scope.....	4
3.0 Common features of certificates	4
4.0 Information on standard certificates.....	5
4.1 Birth certificates.....	5
4.2 Death certificates.....	6
4.3 Marriage certificates	6
4.4 Civil partnership certificates.....	6
4.5 Change of name certificates	7
4.6 Recognised details certificates	7
5.0 Removing home address details	7
6.0 Custom certificates.....	8
7.0 Commemorative certificates	8
8.0 Review of a decision	8
9.0 Compatibility with the <i>Human Rights Act 2019</i> (Qld)	8
10.0 Commencement and version.....	8
Attachment 1: Birth certificate formats.....	9
Type 1 – Birth certificate (with sex).....	9
Type 2 – Birth certificate (without sex).....	10
Attachment 2: Death certificate formats.....	11
Type 1 – Official death certificate.....	11
Type 2 – Limited death certificate.....	13
Attachment 3: Marriage certificate formats	14
Type 1 – Marriages before 1 September 2021.....	14
Type 2 – Marriages after 1 September 2021	15
Attachment 4: Civil partnership certificate format.....	16
Attachment 5: Change of name certificate format.....	17
Attachment 6: Recognised details certificate format.....	18

1.0 Introduction

The Registry of Births, Deaths and Marriages (RBDM) collects and manages records of life events in Queensland, and issues official certificates containing information about these events. These certificates serve as legal evidence and are used in the community for various purposes. For example, a person's birth certificate is often used to establish their legal identity.

Given the reliance on RBDM life event certificates, it is crucial that the information they contain is reliable, consistent, and secure. To ensure this, RBDM uses standardised formats for the certificates it issues.

This policy explains the information that RBDM includes on its standard certificates.

2.0 Scope

In scope – this policy covers:

- RBDM's standard certificates and variations.
- Circumstances where information may be omitted from a certificate.

Out of scope – this policy does not cover:

- Changes to certificates – see the [RBDM Corrections Policy](#) and *RBDM Updating Records Policy*

3.0 Common features of certificates

RBDM certificates share several common features:

1.	Certificates are printed on security paper
2.	Certificates have a registration number in the top right-hand corner
3.	Certificates feature the Registrar's seal and signature, and contain details about the information certified by Registrar
4.	Certificates have a 'certificate number' under the registrar's seal ¹
5.	Certificates bear a warning that unlawful alteration is a crime
6.	The name and address of the person who received the certificate is printed on the back
7.	Notations (if any) will appear on the back of the certificate. The notes section on the front of the certificate will indicate if there are any notes on the back.

¹ Certificate number does not appear on certificates issued before June 2016.

4.0 Information on standard certificates

4.1 Birth certificates

RBDM issues two standard types of birth certificates:

- [Birth certificate \(with sex\)](#)
- [Birth certificate \(without sex\)](#)

A person applying to RBDM for a birth certificate must specify if they want it to include the sex of the registered person. A person's sex is considered sensitive information about them, and so there are additional access restrictions when applying for a birth certificate (with sex) – refer to the [certificate access policy](#).

Older certificates

From 24 June 2024, RBDM standardised birth certificate formats.

Before that date, RBDM issued multiple formats of birth certificates based on when the life event was registered. The information displayed these certificates varies because different registration information was collected at various times in the past.

These older certificate formats remain valid so long as they bear the Registrar's seal, signature, and certification.

The two standard types of birth certificates issued by RBDM may have blank spaces if certain information was not collected at the time of registration.

Changes of name

When a person applies to register a change of name with RBDM, they can choose to:

1. display their new name on their birth certificate, or
2. keep their new name private.

If a person chooses to display their new name, it will appear on the front of their birth certificate, and there will be a note on the back of their birth certificate indicating their previous name.

If a person chooses to keep their new name private, their previous name will be listed on the front of their birth certificate, and there will be a note on the back of the certificate indicating they have changed their name, without revealing the new name.

Previous details following alteration of sex

By making an Acknowledgement of sex application, persons born in Queensland who do not identify with the sex on their birth certificate can apply to alter it, and (optionally) change their first names at the same time.

After doing so, their birth certificate will show their new details, and will not show any details about their previous recorded sex or name.

However, persons who need to prove these changes were made (for instance, to update their name and sex on other identity documents) can apply for a 'linking birth certificate'. A linking birth certificate displays the person's new sex and first names on the front of and details of their previous sex and first names on the back.

4.2 Death certificates

RBDM issues two standard types of death certificates:

- [Official death certificate](#) (includes medical *and* burial or cremation information)
- [Limited death certificate](#) (excludes medical *and* burial or cremation information)

The death must be registered before either type of certificate may be issued.

RBDM cannot exclude other information from the death certificate, and cannot issue a limited death certificate that includes either burial/cremation or medical information. It is only possible to have both included (official death certificate), or both excluded (limited death certificate).

4.3 Marriage certificates

RBDM issues two types of marriage certificates, depending on whether a couple married before or after 1 September 2021. This is because on 1 September 2021 marriage registration forms were amended, resulting changes to the information recorded on marriage certificates about the couple's parents.

Certificates for [marriages before 1 September 2021](#) include each party's parents' –

- (a) father's name and current family name
- (b) mother's name and family name at birth, and
- (c) father's occupation.

Certificates for [marriages after 1 September 2021](#) will include each party's parents' current names only.

4.4 Civil partnership certificates

RBDM issues one standard [civil partnership certificate](#) that includes information about the couple, their parents and the registration details.

If the couple entering a civil partnership via a declaration ceremony, a note appears at the bottom of the certificate stating the place and date of the ceremony, and the name of the civil partnership notary who conducted the ceremony.

4.5 Change of name certificates

RBDM issues one standard [change of name certificate](#) that includes information about the person's birth, their previous names (if any) and the registration details.

Details about the person's birth are included on the certificate so that it can be linked to the person's other identification documents (such as their birth certificate). These details are not certified by RBDM's Registrar.

Only names that were formally registered through RBDM's change of name process are shown on the certificate. Unregistered name changes, such as family names adopted following marriage, or names changed through repute or usage in the community, are not included.

4.6 Recognised details certificates

A person born outside of Queensland who wishes to have their identified sex officially recognised under Queensland law may apply for a recognised details certificate, and (optionally) change their first names at the same time.

RBDM issues one standard type [recognised details certificates](#) that includes the person's name, sex, and some details about their birth.

Details about the person's birth are included on the certificate so that it can be linked to the person's other identification documents (such as their birth certificate). These details are not certified by RBDM's Registrar.

Details of person's previous sex and name change

By default, a recognised details certificate will not indicate the person's previous sex or indicate that the person changed their name.

However, persons who need to prove that their sex was altered (for instance, to update their sex on other identity documents) can apply for a 'linking recognised details certificate', which includes notations stating their previous sex and that their name was changed.

The recognised details certificate is not legal proof of a name change, and does not state the person's previous name (even if they apply for a linking recognised details certificate). A change of name certificate is needed to prove the name change.

5.0 Removing home address details

Most certificates feature an address for the person who completed the registration application (RBDM calls this person 'the informant').

The informant may request RBDM remove their address in exceptional circumstances. For example, if the inclusion of the informant's address on a certificate could place them or someone they know in danger because of a domestic violence situation.

To apply to remove an address from a certificate, the informant must write to RBDM and provide any evidence supporting their exceptional circumstances. If the application is allowed, the informant's address will not appear on certificates issued about the event.

6.0 Custom certificates

Apart from the variations to standard life event certificates mentioned in this policy, RBDM is unable to alter or customise certificates.

In some situations, RBDM may record a notation on the back of the certificate explaining something unusual about the registration, or a change/correction made to the entry. However, notations are considered individually based on the specific situation, and are only included if the Registrar considers it appropriate.

7.0 Commemorative certificates

RBDM also issues commemorative certificates, which are more decorative and only include some details about the life event.

Commemorative certificates are not legal documents and cannot be used for official purposes.

8.0 Review of a decision

Any person not happy with a decision made by the Registrar can seek a review of the decision by applying to QCAT in accordance with the procedures outlined in the Queensland Civil and Administrative Tribunal Act 2009.

9.0 Compatibility with the *Human Rights Act 2019* (Qld)

RBDM is committed to upholding, safeguarding, and advancing human rights. Under the *Human Rights Act 2019*, RBDM is required to act and make decisions in a manner that aligns with human rights. When deciding to include information on a life event certificate, decision-makers must consider human rights and ensure compliance with this obligation.

10.0 Commencement and version

Commencement date: 24 June 2024

Version: 1.0

Approved: Registrar-General

Attachment 1: Birth certificate formats

Type 1 – Birth certificate (with sex)

1.	The child's – (a) name and family name (b) sex (c) date of birth (d) place of birth
2.	The child's mother's/parent's/father's - (a) name and family name at the date of birth (b) family name at birth (c) occupation at the date of birth (d) age at the date of birth and birthplace
3.	The child's father's/parent's/mother's - (a) name and family name at the date of birth (b) family name at birth (c) occupation at the date of birth (d) age at the date of birth and birthplace
4.	Previous children of either parent, including their – (a) first name(s) and age at the date of birth
5.	Each informant's – (a) name, description or relationship to the child and residence
6.	Information about the Registrar, including – (a) the Registrar's name, the date of registration and the place of registration
7.	Notes (if any)

Type 2 – Birth certificate (without sex)

1.	The child's – (a) name and family name (b) date of birth (c) place of birth
2.	The child's mother's/parent's/father's - (a) name and family name at the date of birth (b) family name at birth (c) occupation at the date of birth (d) age at the date of birth and birthplace
3.	The child's father's/parent's/mother's - (a) name and family name at the date of birth (b) family name at birth (c) occupation at the date of birth (d) age at the date of birth and birthplace
4.	Previous children of either parent, including their – (a) first name(s) and age at the date of birth
5.	Each informant's – (a) name, description or relationship to the child and residence
6.	Information about the Registrar, including – (a) the Registrar's name, the date of registration and the place of registration
7.	Notes (if any)

Attachment 2: Death certificate formats

Type 1 – Official death certificate

1.	The deceased person's – (a) name and family name at the date of death (b) occupation (c) sex, age and relationship status at time of death (d) date of death (e) place of death (f) place of birth, including period of residence in Australia if deceased was born overseas
2.	The deceased person's parents' – (a) name and family name at the date of death (b) family name at birth (c) occupation
3.	The deceased's relationship history, including (for each relationship): (a) the type of relationship (marriage, de facto, or civil partnership) (b) the partner's name (c) the deceased's age when the relationship commenced ² (d) the location where the relationship commenced ³
4.	The deceased's children's – (a) first name(s), and age at the date of death
5.	Medical information, including – (a) cause of death (b) duration of last illness (c) medical attendant who certified the medical information
6.	Burial or cremation information, including – (a) when and where the deceased was buried or cremated (b) who certified the burial or cremation

Continues on next page

² **Marriages and civil partnerships:** age at the time of the ceremony or registration.

De facto relationships: age when the couple began living together.

³ **Marriages and civil partnerships:** location of the ceremony or registration.

De facto relationships: location of the couple's first shared residence.

	(c) the name of the person who officiated the ceremony, and their religion (if they were a minister of religion)
7.	The informant's – (a) name, description or relationship to deceased, and residence
8.	Information about the Registrar, including – (a) the Registrar's name, the date of registration, and the place of registration
9.	Notes (if any)

Type 2 – Limited death certificate

1.	The deceased person's – (a) name and family name at the date of death (b) occupation (c) sex, age and relationship status at time of death (d) date of death (e) place of death (f) place of birth, including period of residence in Australia if deceased was born overseas
2.	The deceased person's parents' – (a) name and family name at the date of death (b) family name at birth (c) occupation
3.	The deceased's relationship history, including (for each relationship): (a) the type of relationship (marriage, de facto, or civil partnership) (b) the partner's name (c) the deceased's age when the relationship commenced ⁴ (d) the location where the relationship commenced ⁵
4.	The deceased's children's – (a) first name(s), and age at the date of death
5.	The informant's – (a) name, description or relationship to deceased, and residence
6.	Information about the Registrar, including – (a) the Registrar's name, the date of registration, and the place of registration
7.	Notes (if any)

⁴ **Marriages and civil partnerships:** age at the time of the ceremony or registration.

De facto relationships: age when the couple began living together.

⁵ **Marriages and civil partnerships:** location of the ceremony or registration.

De facto relationships: location of the couple's first shared residence.

Attachment 3: Marriage certificate formats

Type 1 – Marriages before 1 September 2021

1.	The date and place of the marriage
2.	Each party's – (a) name (b) marital status before the marriage (c) place of birth (d) occupation (e) age (f) usual residential address
3.	Each party's – (a) father's name and current family name (b) mother's name and family name at birth (c) father's occupation
4.	The rites under which the marriage was solemnised
5.	The names of the witnesses to the marriage
6.	The celebrant's – (a) name (b) authorisation number (if applicable)
7.	Information about the Registrar, including – (a) the Registrar's name, the date of registration, and the place of registration
8.	Notes (if any)

Type 2 – Marriages after 1 September 2021

1.	The date and place of the marriage
2.	Each party's – (a) name (b) marital status before the marriage (c) place of birth (d) occupation (e) age (f) usual residential address
3.	Each party's– (a) mother's or parent's name (b) father's or parent's name
4.	The rites under which the marriage was solemnised
5.	The names of the witnesses to the marriage
6.	The celebrant's – (a) name (b) authorisation number (if applicable)
7.	Information about the Registrar, including – (a) the Registrar's name, the date of registration, and the place of registration
8.	Notes (if any)

Attachment 4: Civil partnership certificate format

1.	Each party's – (a) name (b) occupation (c) place of residence (c) place of birth (d) date of birth (e) Relationship status before the civil partnership (other than with their civil partner)
2.	Each party's parents' – (a) name
3.	Information about the Registrar, including – (a) the Registrar's name, the date of registration, and the place of registration
4.	Notes (if any) ⁶

⁶ If the civil partnership was entered into via a declaration ceremony, a notation will state the place and date of the ceremony, and the name of the civil partnership notary who conducted the ceremony. If the civil partnership is later terminated, the date of termination will be recorded on the back of the certificate.

Attachment 5: Change of name certificate format

1.	The person's current name in the change of name register
2.	Any former name(s) registered in the change of name register ⁷
3.	The person's birth information, including their – ⁸ (a) name as registered at birth or adoption (b) date of birth (c) place of birth
4.	Information about the Registrar, including – (a) the Registrar's name, the date of registration and the place of registration
5.	Notes (if any)
6.	Statement indicating that the certificate confirms the registration of a change of name only, and does not confirm birth details

⁷ Only names that were formally registered with RBDM via a change of name are shown on the certificate. Unregistered name changes, such as names adopted through repute or usage in the community, are not included.

⁸ Birth details are provided on the change of name certificate to establish a link between the certificate and other identity documents (such as the person's birth certificate).

Attachment 6: Recognised details certificate format

1.	Statement indicating that the certificate only verifies the sex of the individual named, and that other details provided on the certificate are not certified
2.	The person's – (a) name and family name (b) sex (c) date of birth (d) place of birth
3.	Information about the Registrar, including – (a) the Registrar's name, the date of registration and the place of registration
4.	Notes (if any) ⁹

⁹ If a person applies for a 'linking recognised details certificate', there will be a note that refers to back of certificate containing details about the person's previous sex and change of first names.