

Request a review of a certificate

This request form is **for your records only**—we received this request when you submitted it online and will start to process it for you. Do not send us this form or supporting documents **unless we ask you to sign and submit it**.

Before submitting your form

As requested I/we have:

- finished completing the request form
- signed the 'declaration' section
- located the original certificate(s) and understand these must be destroyed after the correction is made—you may need to pay a correction fee and apply for a replacement certificate
- attached certified copies of proof of ID and supporting documents
- checked that the delivery section shows the address for the correct certificate to be posted to.

Submitting your form

If RBDM requests this form to be signed and submitted with supporting documents, it will take longer if your documents are not correct. Submit your form and requested documents either:

- online use the link we send you if we ask for a signed application or supporting documents
- by post to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take your signed request form and **original** documents to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

Important information

After RBDM have reviewed the form you submitted online, we will let you know what you need to do next.

Registry of Births, Deaths and Marriages (RBDM) error

If an error has been made by us, a new certificate will be issued free of charge.

Client error

If incorrect or incomplete information was given when the event was registered a fee may apply and a new certificate will need to be purchased.

Record update

If you are applying to update a record a fee may apply and a new certificate will need to be purchased. The person whose record is being updated may need to sign this application and a statutory declaration consenting to the changes. Read more about the refund policy www.qld.gov.au/RBDMrefundpolicy.



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 or nearest Queensland Magistrates Court or Queensland Government Agent Program (QGAP), 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"> Justice of the Peace Commissioner for Declarations Barrister or Solicitor Notary Public 	<ul style="list-style-type: none"> Notary Public Australian Embassy officer Australian Consulate officer

You must 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.

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 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.</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

(Version 3)

Request a review of a certificate

Office use only - Submitted online

Reference No.:

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023 (Section 107)

Only complete or sign this form if requested by RBDM.

Please print clearly and do not use block letters or correction fluid.

1. Certificate details *Must be as shown on the Queensland certificate you want us to review*

Is the event registered in Queensland Yes No, you need to apply to the interstate or overseas registry

Type of event Birth Death Marriage Civil partnership
 Change of name Recognised details

Registration number

Place of event *Town/city, state*

Date of event

First name

Middle name(s) *if any*

Family name

For marriages and civil partnerships tell us the other persons name:

First name

Middle name(s) *if any*

Family name

2. Correction or updated details

I declare that the following information has been found on the certificate and I request this be corrected or updated as follows:

Information as currently shown on the certificate

New information

Attach certified copies of supporting documents

Continue to next page

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

First name(s)			
Family name			
Your relationship to the person(s) named on the certificate	<input type="checkbox"/> Yourself	<input type="checkbox"/> Parent	<input type="checkbox"/> Child
	<input type="checkbox"/> Other (please specify)		
Name of organisation <small>if applicable</small>			
Home address <small>street, suburb, state and include country if not Australia</small>			Postcode
*Contact number			
*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 ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.*

4. Delivery details

Where the corrected certificate is to be posted	<input type="checkbox"/> Post to me at my home address above		
	OR		
	<input type="checkbox"/> Post to the delivery details below:		
First name			
Family name			
Postal address <small>include country only if not Australia</small>			Postcode

5. Declaration RBDM may ask you to sign and submit this request form

I understand that after the correction is made I must destroy any certificates I have containing incorrect information.	
Signature <small>of person applying</small>	sign here
Date	DD / MM / YYYY
Other person to sign <small>Only complete as requested by RBDM—your details as shown on your proof of ID documents</small>	
I have read the application and I request a correction to the information provided in section 2 Correction details. I understand that after the correction is made I must destroy any certificates I have containing incorrect information.	
First name	
Middle name(s)	
Family name	
Your relationship to the person(s) named on the certificate	<input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Child
	<input type="checkbox"/> Other (please specify)
*Contact number	mobile preferred
*Email	
Signature <small>of other person</small>	sign here
Date	DD / MM / YYYY

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Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of reviewing a certificate under the *Births, Deaths and Marriages Registration Act 2023*. Unless required or authorised by law, your personal information will not be provided to any other third party without your consent. 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**.