

Replacement recognised details certificate application

Complete this form if you were born outside of Queensland and need a replacement certificate showing that your recognised sex has been altered in Queensland.

Before submitting your application

- Your recognised sex (and first names, if applicable) was altered in Queensland—I need a certificate showing my recognised details.
- I have read how to apply and I am eligible, visit www.qld.gov.au/rbdcertificates.
- 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 chosen the certificate type(s) I want and understand that access to this type of certificate is restricted.
- 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 included certified copies of required proof of ID (details on page 2) and supporting documents (as required).
- I have totalled all fees in 1 payment—for a current list of fees visit www.qld.gov.au/rbdc.

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 <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"> 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 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 1) Replacement recognised details certificate application

Office use only

Court/QGAP and receipt no.:

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023

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

1. Certificate details *Must be as shown on the Queensland recognised details certificate you are applying for*

Has your sex been recognised in Queensland?

Yes—I need a replacement recognised details certificate

No, complete a recognised details certificate application to change your recognised sex in Queensland, visit www.qld.gov.au/rbdm

Note: If the person was born or adopted in Queensland, they need a linking birth certificate to show a change to their record of sex and first names (if changed at the same time)—complete an **Acknowledgement of sex birth certificate application** to get one

Person named on certificate

First name

Middle name(s) *if any*

Family name

Place of birth

Date of birth

DD / MM / YYYY

2. Who is applying *Your details as shown on your proof of ID documents, view eligibility at www.qld.gov.au/rbdmcertificates*

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
if applicable

Home address *street, suburb, state and include country if not Australia*

Postcode

Date of application

*Contact number *mobile preferred*

*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.**

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3. Order details To view fees visit www.qld.gov.au/rbdcertificates

Reason you want this certificate	
Priority service	<input type="checkbox"/> No priority needed - normal processing time applies (no additional fee) <input type="checkbox"/> Urgent - only available if recognition of sex is already registered (attracts fee)

Type of certificate Tell us which type of recognised details certificate(s) you want

Official recognised details certificate	Sample details	Office use	
<input type="checkbox"/> Linking recognised details certificate Shows your recognised sex and name on the front and your previous recorded sex on the back (<i>use to update sex on your ID</i>) <i>How many</i> _____	Recognised details certificate (front) Name... <i>John Citizen</i> Sex..... Male DOB.... <i>1/10/1987</i> Place... <i>Christchurch New Zealand</i>	(back) <i>Sex previously noted as female.</i> <i>This recognised details certificate is not proof of the name change, see change of name certificate.</i>	ccrdc-CS
<input type="checkbox"/> Recognised details certificate Shows your new recognised sex and name on the front and does not show any previous details (<i>may not be suitable for updating sex on your ID</i>) <i>How many</i> _____	Recognised details certificate (front) Name... <i>John Citizen</i> Sex..... Male DOB.... <i>1/10/1987</i> Place... <i>Christchurch New Zealand</i>	(back)	ccrdc

Important: A recognised details certificate is not legal proof of a name change—to prove that you changed your name you will need to order an **official change of name certificate**.

Official change of name certificate	Sample details	Office use	
<input type="checkbox"/> Change of name certificate Shows your current registered name, former names and birth details. Does not show any sex details (<i>needed to update your name on your ID</i>) <i>How many</i> _____	Change of name certificate (front) Name Registered in Change of Name Register Name and family name... <i>John Citizen</i> Former name's registered Name and family name..... <i>Jane Citizen</i> Birth Particulars Name at birth... <i>Jane Citizen</i> DOB.... <i>1/10/1987</i> Place... <i>Christchurch, New Zealand</i>	(back)	CCCN

4. Delivery details *These details will be shown on the back of your certificate(s)*

Type of delivery	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post (recommended for security)
	<input type="checkbox"/> Express post <input type="checkbox"/> International registered mail
Where 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(s)	
Family name	
Postal address <i>include country only if not Australia</i>	
	Postcode

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application for a recognised details certificates 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 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**.