

Application for fee waiver

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023

[Registry of Births, Deaths and Marriages fee waiver policy](#)

Office use only

Court/QGAP and receipt no.:

Complete and sign this form, attaching:

- Evidence of financial hardship and immediate need for the person named on the certificate
- Proof of ID for the person who is applying.

Please complete a separate application for each person needing a fee waived certificate.

Which type of certificate do you require? <i>Please tick</i>	<input type="checkbox"/> Birth (showing sex) <input type="checkbox"/> Birth (without sex) <input type="checkbox"/> Linking birth certificate		
	<input type="checkbox"/> Change of name <input type="checkbox"/> Marriage or civil partnership <input type="checkbox"/> Official death <input type="checkbox"/> Limited death		
	<input type="checkbox"/> Recognised details <input type="checkbox"/> Linking recognised details		
Please complete the details below if you are applying for a birth certificate or recognised details certificate			
First name			
Middle name(s) <i>if any</i>			
Family name			
Sex <i>on current certificate</i>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Another term: <i>please specify</i>
Date of birth			
Place of birth <i>Town or suburb</i>		State of birth	
Mother or registered parent's name <i>complete if ordering a birth certificate</i>			
First name			
Middle name(s) <i>if any</i>			
Family name			
Father or registered parent's name <i>complete if ordering a birth certificate</i>			
First name			
Middle name(s) <i>if any</i>			
Family name			
Please complete the details below if you are applying for a replacement change of name certificate			
Date of name change			
First name			
Middle name(s)			
Family name			
Please complete the details below if you are applying for a marriage or civil partnership certificate			
Date of marriage or civil partnership		Place of marriage or civil partnership <i>Town or suburb, state</i>	
Partner 1 first name			
Partner 1 middle name(s)			
Partner 1 family name <i>before marriage or civil partnership</i>			
Partner 2 first name			
Partner 2 middle name(s)			
Partner 2 family name <i>before marriage or civil partnership</i>			

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Please complete the details below if you are applying for a death certificate

First name			
Middle name(s)			
Family name			
Date of death			
Place of death <i>Town or suburb</i>		State of death	

Reason

*You must provide evidence of financial hardship and immediate need for **each** certificate you are requesting in this application.*

<p><i>RBDM will consider a fee waiver for individuals who can demonstrate, for each certificate:</i></p> <ol style="list-style-type: none"><i>1. Financial hardship (evidence of an inability to pay the fee or access funds).</i><i>2. An immediate need (evidence that the certificate or other service is essential to improve the individual's circumstances).</i> <p><i>Please describe your situation of financial hardship and immediate need, including evidence to support your claims. Refer to Appendix A of our fee waiver policy for examples of evidence that may be provided.</i></p>	
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Who is applying		
I <i>current name in full</i>		
of <i>home address in full</i>		
Postal address <i>include country only if not Australia</i>		
		Postcode
Email		
Contact number <i>mobile preferred</i>		
The person named on the certificate is your relationship to the person <input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Other (please specify) _____		
I declare that the information provided is true and correct. I understand it may be an offence to make a false or misleading representation in this form, and penalties may apply.		
Signature <i>of applicant</i>		Date DD / MM / YYYY
Privacy notice		
<p>The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your fee waived certificate application under the <i>Births, Deaths and Marriages Registration Act 2023</i>. 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.</p>		
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
Submitting your application		
<p>Your application will take longer if your supporting documents and proof of ID are not attached. Submit your application form either:</p> <ul style="list-style-type: none"> • by post to Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002 • in person at 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. 		