

# Recognised details certificate registration source document application

## Before submitting your application

- My sex has been recognised (and first names changed, if applicable) in Queensland—I need a certified copy of the registration form showing my recognised details.
- I understand this is not an application to register a change of recognised sex—for information on how to register a change of recognised sex visit [www.qld.gov.au/RBDM](http://www.qld.gov.au/RBDM).
- I have read how to apply and I am eligible, visit [www.qld.gov.au/rbdmcertificates](http://www.qld.gov.au/rbdmcertificates).
- I understand if my application is refused the application fee will not be refunded. Read more about the [www.qld.gov.au/RBDMrefundpolicy](http://www.qld.gov.au/RBDMrefundpolicy).
- 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 document(s) is to be posted.
- I have provided certified copies of required proof of ID (details on page 2) and supporting documents (as required) with my application form.
- I have included payment and completed the 'payment options' section below.
- I am aware that a photocopy of information/document cannot be released without being certified and both fees must be totalled in 1 payment: Photocopy of information/document - \$60.45  
Certifying a photocopy of information/document - \$63.05  
**Total cost - \$123.50** (standard post included)

## 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"> <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 certified 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 registration source document 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 making a request—please complete the application form in full and sign in the who is applying section.**

## 1. Registration details *Must be as shown on the Queensland record you are applying for*

Has your sex been recognised in Queensland?

Yes, I need a copy of the document registered with RBDM Queensland

No, you need to apply to the interstate or overseas registry

**New name on record** *If first name(s) was changed when altering recorded sex*

First name

Middle name(s) *if any*

Family name

**Birth details** *As registered at the time of birth*

First name

Middle name(s) *if any*

Family name

Place of birth

Date of birth

## 2. Who is applying *Your details as shown on your proof of ID documents*

First name

Family name

Your signature

sign here

Your relationship to the person named on the record

Self

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 provide secure contact details, and to keep information secure when received.**

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### 3. Order details *To view fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)*

Reason for your request

### 4. Delivery details

Type of delivery

Standard post (no additional fee)  Registered post (recommended for security)

Express post  International registered mail

Where document is to be posted

Post to me at my home address above

**OR**

Post to the delivery details below:

First name

Family name

Postal address *include country only if not Australia*

Postcode

### Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application 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](http://www.qld.gov.au/rbdm)**.