

# Birth registration source document application

## Before submitting your application

- The birth or adoption is registered in Queensland.
- I have checked the certificate access policy and can apply for the birth registration source document.
- I have completed the application form.
- I have signed the 'who is applying' section of the application form.
- I have indicated where I want the document posted to in the delivery section of the application form.
- I have included the required proof of ID and any supporting documents with my application form (see the proof of ID list).

**By post:** all copies of my proof of ID and any supporting documents have been certified as being 'a true and correct copy' by a qualified witness

**In person:** all of my proof of ID and any supporting documents are the **originals**, to be sighted by staff.

- 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)**
- I have enclosed payment and completed the 'payment options' section below (if applying by post).

## 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 applied <i>your name or organisation</i>			
b) Person's name on certificate <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 or nearest Queensland Magistrates Court (except the Brisbane 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"> <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 current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

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"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p><b>Provide only the page containing your name and current home address details.</b></p> <input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent/lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Registration or driver licence renewal notice <input type="checkbox"/> Recent official correspondence from Government service providers (not from this agency) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice

# Birth registration source document application

Office use only

Court/QGAP and receipt no.:

Effective as of 09/09/2021

Births, Deaths and Marriages Registration Act 2003

**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. Birth record details *These details must be as shown on the Queensland birth record you are applying for*

Is the birth or adoption registered in Queensland		<input type="checkbox"/> Yes
		<input type="checkbox"/> No, you need to apply to the interstate or overseas registry
First name		
Middle name/s <i>if any</i>		
Family name <i>on birth record</i>		
Place of birth		
Date of birth <i>if date is unknown, period to be searched</i>	DD MM YYYY	
Mother's first name		
Mother's middle name/s <i>if any</i>		
Mother's family name		
Mother's maiden family name <i>this is her family name at the time of her birth</i>		
Father's (or registered parent's) first name		
Father's (or registered parent's) middle name/s <i>if any</i>		
Father's (or registered parent's) family name		

## 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	<input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Other (please specify) _____		
Name of organisation <i>if applicable</i>			
Home address <i>Street, suburb, state and include country if not Australia</i>			Postcode
Date of application	*Contact number <i>mobile preferred</i>		
*Email			
<b>*By providing an email address and mobile number, I consent to the use of that email address and mobile number for RBDM to provide me with electronic information and for contact via SMS and email that relates to this application. I understand that it is my responsibility to ensure that I have nominated a secure email address to RBDM to send any related correspondence to. I acknowledge that it is my responsibility to ensure the security of that information upon receipt of it.</b>			

Continue to next page

