



# BIRTH CERTIFICATE APPLICATION FORM

(Western Australia ONLY)

**Payment details over the page – you MUST return pages 1 and 2 if applying via mail**

Fees subject to change without notice		
<input type="checkbox"/> <b>BIRTH CERTIFICATE</b>	<b>\$49.00</b>	(Fees include regular postal delivery. If Registered Post or Express Post is required, please enclose a self-addressed Registered or Express Post envelope).
<input type="checkbox"/> <b>PRIORITY FEE *</b>	<b>\$34.00</b>	(Payable in addition to Birth Certificate fee & includes priority postal delivery. <b>Does not</b> include Registered Post or Express Post – see exception above).
<input type="checkbox"/> <b>BIRTH CERTIFICATE (Reduced Fee)</b>	<b>\$35.00</b>	(Only applies for births more than 75 years old. Otherwise full fee applies)
* <b>Priority fee</b> is payable for 24 hour processing if applying via mail or certain Regional Courthouses. Does not include postage delivery time. See <b>Locations &amp; Links</b> webpage. For eligibility see the <b>Birth certificate access policy</b> on the <b>Births</b> webpage.		

## Identification and Certificate Access Requirements

See page 2 or visit [www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au)

## Processing Times for Mailed Certificate Applications

**Standard** - Please allow up to 2 working days plus regular postal delivery time

\* **Priority** - Processed within 24 hours of receipt plus priority postal delivery time

## BIRTH DETAILS REQUIRED

Please **PRINT** clearly

ABN: 70 598 519 443

<b>Surname (at birth)</b>					
<b>Given name(s)</b>					
<b>Date of birth</b>	Day / Month / Year	<b>Present age</b>		<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
<b>Place of birth in Western Australia</b>	Suburb / Town				
<b>Father's name</b>	Surname		Given name(s)		
<b>Mother's name</b>	Maiden surname		Given name(s)		

## APPLICANT'S DETAILS (please see next page for access conditions and identification requirements)

<b>Full name</b>					
<b>Postal address</b>	Suburb		State	Postcode	
Your Relationship to the person whose certificate you are requesting	e.g. self, mother		<b>Daytime phone number</b>		
<b>Email address</b>					
<b>Reason required</b>	Passport <input type="checkbox"/>	Driver's licence <input type="checkbox"/>	Centrelink <input type="checkbox"/>	Bank requirements <input type="checkbox"/>	
	Legal <input type="checkbox"/>	Marriage <input type="checkbox"/>	Lost <input type="checkbox"/>	Family history <input type="checkbox"/>	
	Other .....				

**Declaration:** I declare that the information I have provided is true and correct. I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the identity documents provided with this application.

## SIGNATURE OF APPLICANT

Signature must be completed

### OFFICE USE ONLY

<b>LIST 1 (photo):</b> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Photo/age card <input type="checkbox"/> Firearm's licence <input type="checkbox"/> Defence/police <input type="checkbox"/> Citizenship cert <input type="checkbox"/> Learner's permit card <input type="checkbox"/>
ID Ref: .....
<b>LIST 2 :</b> Birth cert (Aust) <input type="checkbox"/> Citizen papers <input type="checkbox"/> Cr/debit card <input type="checkbox"/> Health <input type="checkbox"/> Medicare <input type="checkbox"/> Centrelink <input type="checkbox"/> Student card <input type="checkbox"/> Travel doc <input type="checkbox"/>
ID Ref: .....
<b>LIST 3 (current address):</b> Bank statement <input type="checkbox"/> Rates notice <input type="checkbox"/> Educational report <input type="checkbox"/> Motor vehicle rego <input type="checkbox"/> Utility account <input type="checkbox"/> Rental agreement <input type="checkbox"/>
ID Ref: ..... <i>If ID provided from Lists 2 and 3, one ID must contain a signature</i>
Letter of Authority <input type="checkbox"/> Other <input type="checkbox"/> ..... Initial ID sighted.....





## WHO CAN CERTIFY DOCUMENTS?

This page is NOT to be forwarded to the Registry of Births, Deaths and Marriages

### Certifying documents (photocopies of identification)

Before certifying a document, ensure that the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

***I certify that this appears to be a true copy of the document produced to me on < date >***  
***Signature***  
***Name***  
***Qualification (eg Justice of the Peace)***

List of persons who can Certify Documents:

Academic (post-secondary institution)	Loss adjuster
Accountant	Marriage Celebrant
Architect	Member of Parliament (State or Commonwealth)
Australian Consular Officer	Minister of religion
Australian Diplomatic Officer	Nurse
Bailiff	Optometrist
Bank Manager	Patent Attorney
Chartered secretary	Physiotherapist
Chemist	Podiatrist
Chiropractor	Police officer
Company auditor or liquidator	Post Office manager
Court officer (Judge, master, magistrate, registrar or clerk)	Psychologist
Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service)	Public Servant (State or Commonwealth)
Dentist	Public Notary
Doctor	Real Estate agent
Engineer	Settlement agent
Industrial organisation secretary	Sheriff or deputy Sheriff
Insurance broker	Surveyor
Justice of the Peace	Teacher
Lawyer	Tribunal Officer
Local government CEO or deputy CEO	Veterinary surgeon
Local government councillor	