



APPLICATION TO CORRECT A WESTERN AUSTRALIAN CERTIFICATE

Births, Deaths and Marriages Registration Act 1998

CERTIFICATE TO BE CORRECTED: Birth Death Marriage

Payment details on page 3 – you MUST return pages 1, 2 and 3 if applying via mail

APPLICANT'S DETAILS

Please see over for information ➡

Name			
Address			
Suburb			Postcode
Daytime Phone No.		Delivery	Post <input type="checkbox"/> Collect <input type="checkbox"/>
Postal address (if different to above)			Postcode
Your relationship to the person named in the			

EXISTING INFORMATION ON CERTIFICATE REQUIRING CORRECTION (please attach certificate)

CORRECT INFORMATION TO REPLACE EXISTING INFORMATION

WHAT EVIDENCE IS SUPPLIED TO SUPPORT THE CORRECTION? (please attach evidence)

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.

Applicant's Signature		Date	/ / 20
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OFFICE USE ONLY

Service Request No: _____ / _____	Officer's name: _____
Error type: Informant <input type="checkbox"/>	RBDM <input type="checkbox"/>
Other <input type="checkbox"/>	Specify: _____
Registration number: _____ / _____	B / D / M
Certificate to be issued?	Y / N
Commemorative certificate to be issued?	Y / N If yes, specify: _____
AUTHORISED BY _____	DATE _____ / _____ / 20_____

INFORMATION ON CORRECTING A WESTERN AUSTRALIAN CERTIFICATE

This form should be used to correct information in a register held by the Western Australian Registry of Births, Deaths and Marriages.

If you want to correct the details on a birth, death or marriage certificate, the changes may include:

- Adding information that may not have been known at the time of registration;
- Correcting a spelling mistake on the certificate;
- Modifying information that was incorrectly supplied or omitted.

Any request to correct information must normally be supported by documentary evidence confirming the correct details.

Birth register:

Applications to correct an entry in the register generally can only be made by the parties recorded on the certificate. To correct the registration if the person is under the age of 18 years, either parent named in the registration can make the application for amendment. If you are over the age of 18 years you may apply to correct your own record. Other parties who wish to correct a record should ask to speak to a Registration Officer.

Death register:

Applications to correct an entry in the register can only be made by the parties listed on the certificate, the person who provided the particulars at the time of death or the Funeral Director. Particulars relating to the cause of death can only be changed by the medical practitioner who provided the original information or the Coroner. Other parties who wish to correct a record should ask to speak to a Registration Officer.

Marriage register:

Applications to correct an entry in the register can only be made by the parties of the marriage. Other parties who wish to correct a record should ask to speak to a Registration Officer.

Fees:

A fee is payable to correct a birth, death or marriage record that was produced as a result of incorrect or incomplete information being provided to the Registry. Please go to www.bdm.justice.wa.gov.au/formsandfees. Replacement certificates will be issued free of charge, once the correction has been made.

NO FEE is payable to correct and re-issue a certificate where the Registry has made an error.

OFFICE USE ONLY

LIST 1 (*photo*): Driver's licence Passport Photo/age card Firearm's licence Defence/police Citizenship cert Learner's permit card

ID Ref:

LIST 2: Birth cert (Aust) Citizen papers Cr/debit card Health Medicare Centrelink Student card Travel doc

ID Ref:

LIST 3 (*current address*): Bank statement Rates notice Educational report Motor vehicle rego Utility account Rental agreement

ID Ref:

If ID provided from Lists 2 and 3, one ID must contain a signature

Letter of Authority Other Initial ID sighted.....

Identification Requirements

To correct records, applicants need to supply **three** (3) forms of identification to verify they are entitled to correct the registration. You must provide original identification if applying in person at the Registry.

If applying by mail, photocopies of the identification are required. They must be **certified by a qualified witness** as being "true copies" of the original documents. See page 4 for further information.

The following documents must be provided:

- **One** form of identification from List 1, 2 and 3. At least one containing a photograph; **OR**
- **One** form of identification from List 1 and **two** from List 2. At least one containing a photograph; **OR**
- **Two** forms of identification from List 2 and **one** from List 3. At least one containing a signature.

Note:

- All forms of identification **MUST** be **current**.
- Documents from List 3 **MUST** show your **current residential address**.
- Bank statements, utility accounts or rates notices **MUST** have been **issued within the last six months**.

LIST 1 Evidence of link between photo & signature	LIST 2 Evidence of operating in the community	LIST 3 Evidence of currently residential status
<ul style="list-style-type: none"> • Australian driver's licence • Australian passport • Australian firearm's licence • Defence Force/Police ID • Australian Citizenship Certificate with evidence of residential status • WA Photo Card, Over 18 or Proof of Age Card • Australian learner driver's permit card 	<ul style="list-style-type: none"> • Debit or Credit card (one or the other, not both) issued by a financial institution • Document of identity issued by the Passport Office • Entitlement Card issued by the Commonwealth or State Government (Centrelink, Health Care Card, Veterans Affairs card etc) • Full Birth Certificate issued in Australia (birth extracts not accepted) • Medicare card • Naturalisation, citizenship or immigration papers issued by Dept of Immigration & Border Protection (DIBP) • Overseas passport with current Australian entry permit • Security guard or crowd control licence (Australian) • Student identity document or statement of enrolment issued by an educational institution, including Tertiary (should include photo and/or signature) • Working with children card 	<ul style="list-style-type: none"> • Driver's licence renewal notice • Financial institution statement less than six (6) months old • Motor vehicle registration • Property lease or tenancy agreement • Shire/water rates notice • School or other educational report or certificate less than twelve (12) months old • Utility account less than six months old (gas, electricity, home phone, etc)

How to apply

Post to: Registry of Births, Deaths & Marriages
PO Box 7720
Cloisters Square
Perth WA 6850

In person:

Registry of Births, Deaths & Marriages
Level 10, Westralia Square
141 St Georges Terrace
Perth WA 6000
Hours: 8.30am – 4.30pm
Phone: 1300 305 021
Web: www.bdm.justice.wa.gov.au

PAYMENT DETAILS **If applying for more than one certificate only complete payment details on one form**

Applicant's Full Name:

Enclosed is a cheque/money order* for \$		OR Debit my		MasterCard <input type="checkbox"/>	or	Visa <input type="checkbox"/>	for \$
* Your cheque or money order should be made payable to the "Registry of Births, Deaths and Marriages"							
Card No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date	<input type="text"/> / <input type="text"/>
Name of Cardholder				Signature of cardholder			



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	