



Registry of Births, Deaths & Marriages Western Australia

If applying for a certificate on behalf of another person, the following must be provided:

1. A letter giving permission from the person named on the certificate, or if deceased, the appropriate authorised person (as stated in the Registry's Certificate Access Policy);
2. Identification for applicant (see page 2 for Identification Requirements); **and**
3. Identification of the person who is entitled to the document (see page 2 for Identification Requirements as stated in the Registry's Certificate Access Policy).

The WA Registry of Births, Deaths & Marriages' Certificate Access Policy and fees can be viewed at www.bdm.dotag.wa.gov.au

LETTER OF AUTHORITY FROM AUTHORISED PERSON

PLEASE PRINT CLEARLY IN BLOCK LETTERS

I, _____
(insert name of person named on the certificate, or if deceased, the appropriate authorised person)

of _____
(insert full residential address of abovenamed person)

hereby authorise _____
(insert full name of person you are authorising to apply for the certificate)

who is _____
(insert relationship of authorised person to the person named in the certificate)

to apply for _____
(insert type of certificate required e.g. Birth, Death, Marriage, Change of Name)

Signed: _____ Dated: ____/____/____
(Signature of person named in certificate, or if deceased, appropriate authorised person)

Daytime Contact Phone No: _____

Office Use Only:
SR No. ____ / ____
Approved ID Provided? Y or N

Identification Requirements *

To help protect your privacy, the Registry requires evidence of your identity

When applying for a Western Australian certificate or a change of name, you **MUST** provide at least three (3) forms of identifications:

- **ONE** document from each List (1, 2 and 3). At least one containing a photograph; **OR**
- **ONE** from List 1 and **TWO** from List 2. At least one containing a photograph; **OR**
- **TWO** from List 2 and **ONE** from List 3. At least one containing a signature.
- All forms of identification produced **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**.

Proof of residency for a change of name

Documents provided must have been issued at least 12 months preceding your application.

LIST 1 Evidence of link between photo & signature	LIST 2 Evidence of operating in the community	LIST 3 Evidence of current residential address
<ul style="list-style-type: none"> ● Australian driver's licence ● Australian passport ● Australian firearm's licence ● Defence Force/Police ID card ● Australian Citizenship Certificate with evidence of residence 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 months old ● Motor vehicle registration ● Property lease or tenancy agreement ● Shire/water rates notice ● School or other educational report or certificate less than twelve months old ● Utility account less than six months old (e.g. gas, electricity, home phone, etc)

Who can apply for a certificate?

Certificates held by the Registry contain sensitive and personal information and are therefore only available to those entitled to the certificate.

If you are applying for a certificate on behalf of another person, you must provide written consent from the person entitled to the document, and identification documents for both that person and yourself. Information regarding the Registry's Certificate Access policy is located on our website at www.bdm.dotag.wa.gov.au or telephone the Registry on **1300 305 021**.

* Subject to change without further notice

Certification Requirements

Applying in person - original documents must be provided.

Applying by post - please send clear **certified** photocopies of your identification documents with your application.

Photocopies of identification will only be accepted if they are **certified by a qualified witness** as being “true copies” of the original documents.

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 and correct copy of the original article/document produced to me

on < date >

Signature

Name

Qualification (eg JP, Pharmacist)

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 Notary
Dentist	Public Servant (State or Commonwealth)
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	