



Help Us Protect Your Identity and Reduce Fraud

Applying for certificates on behalf of another person

If you are applying for a certificate on behalf of another person, you must provide the following:

- Identification for yourself (as outlined overleaf);
- Identification of the person who is entitled to the document as stated in the Registry's Certificate Access policy

AND

- A letter giving permission from the person entitled to the document.

Age of record exceptions

In recognition of the fact that the fraudulent use of certificates reduces with the age of the record, the identification requirements for historical certificates, ie, births older than 100 years, deaths older than 30 years and marriages older than 75 years, will not be required.

CONTACT

If you are applying for a birth, death or marriage certificate at your local courthouse, you must satisfy the identification requirements (see over).

Locations of courthouses are:

Courthouses METROPOLITAN

Armadale: 109 Jull Street
 Fremantle: 8 Holdsworth Street
 Joondalup: 21 Reid Promenade
 Mandurah: 333 Pinjarra Road
 Midland: 24 Spring Park Road
 Rockingham: 15 Whitfield Street

REGIONAL

Albany, Broome, Bunbury,
 Busselton, Carnarvon, Collie,
 Derby, Esperance, Geraldton,
 Kalgoorlie, Karratha, Katanning,
 Kununurra, Leonora, Manjimup,
 Marble Bar, Meekatharra,
 Merredin, Moora, Mount Magnet,
 Narrogin, Norseman, Northam,
 South Hedland, Tom Price.

Registry of Births, Deaths & Marriages Department of the Attorney General

Level 10, 141 St Georges Terrace
PERTH WA 6000

Office hours: 8.30am - 4.30pm
Monday - Friday

To avoid the busy times, please
consider visiting the Perth
Registry between 8.30am - 10am
or 2pm - 4pm.

Phone: 1300 305 021

Website:
www.bdm.justice.wa.gov.au



Registry of Births, Deaths & Marriages

BDM-640 | MAR10 | DEC16/2000



Why are identification requirements needed?

Identity fraud involving the use of stolen, fictitious or altered identities to perpetrate serious criminal offences is a matter of growing community concern.

The Western Australian Registry recognises that certificates, and changes of name, help to establish a person's identity.

The Registry is committed to maintaining the security of its information by reducing the risk of certificates being wrongfully issued to people who may use them for fraudulent purposes.

Applicants are required to provide a range of commonly available documents to help establish their identity before being eligible to receive certificates or register a change of name.

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.

Information about the Registry's Certificate Access policy is available from www.bdm.justice.wa.gov.au or phone the Registry on **1300 305 021**.

Identification requirements

When applying for a Western Australian certificate, or a change of name, evidence of your identity must be provided.

You **MUST** provide at least three forms of identification:

- **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**.

Certification requirements

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

Information about who can certify documents is available from www.bdm.justice.wa.gov.au

Applying in person - original documents must be provided.

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

LIST 1

Evidence of link between photo & signature

- 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

LIST 2

Evidence of operating in the community

- **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 the Department of Home Affairs (DHA)
- **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**

LIST 3

Evidence of current residential address

- **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 (eg, gas, electricity, home phone, etc)