



Adding a parent's details to a birth registration

This application can only be used to:

- **Add a father's details.** Add the details of a child's biological father to the birth registration, if the birth is registered in NSW. Based on the information provided, the Registry may require a Parentage Testing DNA report or a court order to determine paternity.

OR

- **Add a mother's details.** Add the parent's details to the birth registration of a child whose birth is registered in NSW, if the parent to be added is presumed to be the parent of the child under the provisions of Section 14, *Status of Children Act, 1996*.

Section 14(1) and (1A) *Status of Children Act, 1996* refers to a parentage presumption in relation to a child born as a result of fertilisation procedures, to a woman who is in a de facto relationship with another woman and the de facto partner consented to the procedure.

Instructions for this application

1. Complete all sections

Use black ink and write in BLOCK letters. Ensure all corrections are signed. Do not use white out.

2. Identification Documents (ID)

Each parent must provide a least three (3) forms of ID.

The Registry cannot accept faxed applications or faxed ID.

3. Qualified Witness

A qualified witness must certify photocopies of documents as true and correct copies of the originals.

The following persons can certify documents and also witness your signature:

- Justice of the Peace
- Legal Practitioner (holding a current Practising Certificate)
- A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*
- Notary Public.

4. Statutory Declarations

You must complete either:

- Adding a father's details (1a and 1b)

OR

- Adding a mother's details (2a and 2b).

Write your present residential address as a post office box is not acceptable.

Ensure your signature is witnessed by a qualified witness. The qualified witness must complete their name, address and daytime telephone number.

5. Payment details

The fee for adding parentage details to a birth registration does not include the issue of a birth certificate.

Identification Documents

Photocopies of ID must be certified by a qualified witness as true copies of the original (see page 1 “Qualified witness”)

Each parent must provide at least three (3) forms of ID. One form of identification must be from Category 1 and one form of identification must contain your current residential address.

If your Category 1 document does not include your place of birth, you must also provide a passport (current or expired), full Birth Certificate, or Certificate of Evidence of Resident Status containing this information.

CATEGORY 1	CATEGORY 2	CATEGORY 3
<ul style="list-style-type: none">• Australian Birth Certificate• Certificate of Australian Citizenship• Certificate of Evidence of Resident Status• New Zealand Citizenship certificate together with New Zealand Passport• New Zealand Birth Certificate	<ul style="list-style-type: none">• Australian Driver's Licence• Australian Passport• Firearms licence• Foreign Passport	<ul style="list-style-type: none">• Medicare card• Credit or debit card• Centrelink or department of Veteran Affairs Card• Security/Crowd control Licence• Tertiary Education Institution ID Card
CATEGORY 4		
<ul style="list-style-type: none">• Recent utility account with current residential address• Bank statement with current residential address		

Lodging an application

- If applying by post, attach photocopies of ID certified by a qualified witness.
- Any original copies of birth certificates (or extracts) previously issued by the Registry must be returned with your application.
- Incomplete applications will cause delays and may be returned or refused.
- Ensure your signature on the Statutory Declaration form has been witnessed by a qualified witness.
- Ensure you have completed the Payment Details.

False representation

If you knowingly provide false information in this statutory declaration you may be guilty of an offence under section 57 of the *Births Deaths and Marriages Registration Act 1995*.

Section 57 – False Representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under section 44 of this Act (Registrars powers of enquiry) knowing the representation to be false or misleading in a material particular, is guilty of an offence.

Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *Births, Deaths and Marriages Registration Act 1995* (NSW). The information required on this form is collected under the provisions of this Act and forms the basis for the adding a parent's details to a birth registration. Adding a parent's details to a birth registration is part of the civil records of NSW and is a permanent historical record. However, these records are not available for public scrutiny.

The information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies (including Passports Office, Department of Immigration and Citizenship, and motor vehicle or driver licencing authorities) and to authorised non-government agencies.

To protect your privacy, the Registry requires proof of your identity. In line with the *Privacy and Personal Information Protection Act 1998*, the Registry is collecting this information so that it can determine your eligibility to perform a change of name, to obtain the requested certificate and to prevent fraud.

For more information about the privacy and disclosure of adding a parent's details to a birth registration data or how you may access information after it has been collected by the Registry, please visit our website at www.bdm.nsw.gov.au

Disclosure of Information

When you complete this application form, we will assume that you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Citizenship (DIAC), and motor vehicle or driver licencing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (Certvalid) or the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using Certvalid and/or DVS.

Fees and turnaround times

Refer to our website for fees and turnaround times

How to lodge this application

Please post your application with your identification and payment to:

NSW Registry of Births, Deaths & Marriages
GPO Box 30
Sydney NSW 2001

Or visit a Registry Office:

- 35 Regent Street, Chippendale, NSW 2008
- 160 Marsden Street, Parramatta NSW 2150
- 95 Tudor Street, Hamilton, NSW 2300
- 2/74 Kembla Street, Wollongong NSW 2500

Office hours are Monday to Friday - 8.00am to 4.30pm
Telephone: 1300 655 236 TTY: 9354 1371

If you require further information or need advice, a language assistance service is available by phoning Translating and Interpreting Service (TIS): 13 14 50



**Registry of Births
Deaths & Marriages**
Attorney General & Justice

www.bdm.nsw.gov.au

Statutory Declaration 1a

Adding a father's details to a birth registration

(Births Deaths and Marriages Registration Act, 1995)

Details to be completed by the birth mother

I, _____
(birth mother's name in full)

of _____
(birth mother's residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

declare,

I have read all the instructions contained in this document. I hereby solemnly and sincerely declare that I am the birth mother of the child named below. I request that the Registrar include the details of the father, as stated below, on the birth record of my child.

Child's details

Family Name _____

Given Name/s _____

Sex (male/female) _____ born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Father's details

Family Name _____

Given Name/s _____

born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Occupation _____
(at the time of the child's birth)

Marriage details (if applicable) If not married in NSW, include a certified copy of your marriage certificate

Date of marriage _____

Place of marriage _____

Statutory Declaration 1a (continued)

Full reasons why the father's details were not included at the time of the child's birth. You may provide documentary evidence to substantiate your claim.

I make this solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1900*.

I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a father's details to a birth registration.

I have read and understand 'Your Right To Privacy' and 'Disclosure of Information' thoroughly and that the information provided is true and correct.

A qualified witness must witness your signature, please see page 1. The qualified witness must complete their name, address and daytime telephone number.

Signature of birth mother

DECLARED at _____ in the state of _____ on _____ / _____ / _____
(day) (month) (year)

BEFORE ME (signature of qualified witness)

Witness daytime phone number

Name and address of witness

JP Number

Tick correct title of witness:

- Justice of the Peace Notary Public Legal Practitioner (holding a current Practising Certificate)
 A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence. See "False representation" page 2 for more information.

Statutory Declaration 1b

Adding a father's details to a birth registration

(Births Deaths and Marriages Registration Act, 1995)

Details to be completed by the biological father

I, _____
(biological father name in full)

of _____
(biological father residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

declare,

I have read all the instructions contained in this document. I hereby solemnly and sincerely declare that I am the biological father of the child named below. I request that the Registrar include the details of the father, as stated below, on the birth record of my child.

Child's details

Family Name _____

Given Name/s _____

Sex (male/female) _____ born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Father's details

Family Name _____

Given Name/s _____

born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Occupation _____
(at the time of the child's birth)

Marriage details (if applicable) If not married in NSW, include a certified copy of your marriage certificate

Date of marriage _____

Place of marriage _____

Statutory Declaration 1b (continued)

Full reasons why your details were not included at the time of the child's birth. You may provide documentary evidence to substantiate your claim.

I make this solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1900*.

I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a father's details to a birth registration.

I have read and understand 'Your Right To Privacy' and 'Disclosure of Information' thoroughly and that the information provided is true and correct.

A qualified witness must witness your signature and complete their name, address and daytime phone number.

Signature of the biological father

DECLARED at _____ in the state of _____ on _____ / _____ / _____
(day) (month) (year)

BEFORE ME (signature of qualified witness)

Witness daytime phone number

Name and address of witness

JP Number

Tick correct title of witness:

- Justice of the Peace Notary Public Legal Practitioner (holding a current Practising Certificate)
 A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence. See "False representation" page 2 for more information.

Statutory Declaration 2a

Adding a mother's details to a birth registration

(Births Deaths and Marriages Registration Act, 1995)

Details to be completed by the birth mother

I, _____
(birth mother's name in full)

of _____
(birth mother's residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

declare,

I have read all the information contained in this document. I hereby solemnly and sincerely declare that I am the birth mother of the child named below. I request that the Registrar include the details of the other mother, as provided for by Section 14(A) of the *Status of Children Act 1996*, as stated below on the birth record of my child.

Child's details

Family Name _____

Given Name/s _____

Sex (male/female) _____ Born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Details of the mother to be added

Family Name _____

Family Name at birth _____

Given Name/s _____

Born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Occupation _____
(at the time of the child's birth)

Title you want the other mother to be identified by on your child's birth certificate

Mother or Parent

Statutory Declaration 2a (continued)

I make this solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1900*.

I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a father's details to a birth registration.

I have read and understand "Your Right to Privacy" and "Disclosure of Information" thoroughly and that the information provided is true and correct.

A qualified witness must witness your signature and complete their name, address and daytime phone number.

Signature of birth mother

DECLARED at _____ in the state of _____ on ____ / ____ / ____
(day) (month) (year)

BEFORE ME (signature of qualified witness)

Witness daytime phone number

Name and address of witness

JP Number

Tick correct title of witness:

- Justice of the Peace Notary Public Legal Practitioner (holding a current Practising Certificate)
 A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

**If you knowingly provide false information in this statutory declaration, you may be guilty of an offence.
See "False representation" page 2 for more information.**

Statutory Declaration 2b

Adding a mother's details to a birth registration

(Births Deaths and Marriages Registration Act, 1995)

Details to be completed by the other mother

I, _____
(other mother's name in full)

of _____
(other mother's residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

declare,

I have read all the information contained in this document. I hereby solemnly and sincerely declare that I am the other mother of the child named below. I request that the Registrar include my details, as provided for by Section 14(A) of the *Status of Children Act 1996*, as stated below on the birth record of my child.

Child's details

Family Name _____

Given Name/s _____

Sex (male/female) _____ Born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Details of the mother to be added

Family Name _____

Family Name at birth _____

Given Name/s _____

Born on _____ / _____ / _____
(day) (month) (year)

at _____
(full place of birth - Suburb/State/Country)

Occupation _____
(at the time of the child's birth)

Indicate which title you want to be identified by on your child's birth certificate

Mother or Parent

Statutory Declaration 2b (continued)

I make this solemn declaration conscientiously believing the same to be true and correct, and by virtue of the provisions of the *Oaths Act 1900*.

I understand that the NSW Registry of Births Deaths and Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a father's details to a birth registration.

I have read and understand "Your Right to Privacy" and "Disclosure of Information" thoroughly and that the information provided is true and correct.

A qualified witness must witness your signature and complete their name, address and daytime phone number.

Signature of other mother

DECLARED at _____ in the state of _____ on _____ / _____ / _____
(day) (month) (year)

BEFORE ME (signature of qualified witness)

Witness daytime phone number

Name and address of witness

JP Number

Tick correct title of witness:

- Justice of the Peace Notary Public Legal Practitioner (holding a current Practising Certificate)
 A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

**If you knowingly provide false information in this statutory declaration, you may be guilty of an offence.
See "False representation" page 2 for more information.**

PAYMENT DETAILS - Adding a parent's details to a birth registration

*Your certificate will be mailed to you if your application is received by post and will incur a postage and handling fee.

See separate "Fees for Products and Services" flyer.

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.

APPLICANT'S DETAILS (details of person completing this form)

Family Name

Given Name/s

Street Address

Suburb State Postcode

Name & Postal Address if different to above

Suburb State Postcode

Signature of Applicant Daytime Phone Number ()

Other Phone Number ()

CHILD'S DETAILS (full name as recorded on Birth Certificate)

Family Name

Given Name/s

Place of Birth

Date of Birth / / **Don't forget to provide certified copies of your identification. See the identification list for further details.**

PARENT'S DETAILS

Mother's Name in Full

Other Parent's Name in Full

PAYMENT DETAILS (complete this section for mail applicants only)

Enclosed is a Cheque* / Money Order for \$. Or Please Debit my: AMEX Mastercard Visa \$. (Cheques should be made payable to the 'NSW Registry of Births, Deaths & Marriages')

Card Number

Name of Cardholder Expiry Date /

Signature of Cardholder