

# Application to Correct an Entry



*Births, Deaths and Marriages Registration Act 1995*

This application form can be used to correct information in the register kept by the NSW Registry of Births Deaths & Marriages.

There are legislative and historical restrictions on which records may be changed and in certain circumstances supporting evidence may be required. To correct records applicants may need to supply identification to verify that they are entitled to correct the records. This application cannot be used to change a child's name or to include the father's details on a birth registration.

## IDENTIFICATION

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3. One form of identification must show your current residential address.

All documents except foreign passports must be current. **Photocopies must be certified as true copies of the original by a Qualified Witness** (e.g. Justice of the Peace; Notary Public; Legal Practitioner with current Practising Certificate; person authorised to administer an oath under S.26 of the *Oaths Act 1900*).

### Category 1

#### If born in Australia:

- Australian Birth Certificate

#### Record of immigration status:

- Citizenship Certificate
- New Zealand Citizenship Certificate together with passport
- New Zealand Birth Certificate

### Category 2

- Australian Driver Licence
- Australian Passport
- Firearms Licence
- Foreign Passport

### Category 3

- Medicare Card
- Credit or Debit Card
- Centrelink or Department of Veterans Affairs Card
- Security Guard/Crowd Control Licence
- Tertiary Education Institution ID Card

### Category 4

- Recent utility account with current residential address
- Bank statement with current residential address

## Birth Register

Applications can only be made by the registered person. If the registered person is under the age of 18 years, one or both parents can apply. If two parents are listed on the birth certificate both parents must apply. Other parties who wish to apply should contact the Registry.

## Marriage Register

Applications can only be made by the bride or groom. Other parties who wish to apply should contact the Registry.

## Relationships Register

Applications can be made by one or both partners listed on the certificate.

## Change of Name Register

Applications by the registered person only.

## Death Register

Applications can be made by:

- the next of kin listed on the death certificate
- the informant or person who provided the particulars to the Registry at the time of death
- a funeral director if the death occurred less than three months prior to the application being made.

Only the doctor who provided the original information to the Registry or the Coroner can make changes to the details of the cause of death. Other parties who wish to apply should contact the Registry.

## Recognised Details Certificate

Applications by the registered person only.

# Application to Correct an Entry

*continued*

## How we deal with your information – privacy

### Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *NSW Births, Deaths and Marriages Registration Act 1995*. The information required on this form is collected under the provisions of this Act and forms the basis for the registration of these life events. The Registers are part of the civil records of NSW and are a permanent historical record. The public does not have access to these records.

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 the 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 correct an entry in the register, to obtain the requested certificate and to prevent fraud.

For further information on privacy please visit our website at: [www.bdm.nsw.gov.au](http://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 reflects your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and 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

For fees and turnaround times refer to our website [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

## 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

lodge your application in person at a Registry office.

## Registry office locations and hours

Monday to Friday 8.00am – 4.30pm

- 35 Regent Street  
Chippendale NSW 2008
- 160 Marsden Street  
Parramatta NSW 2150
- 95 Tudor Street  
Hamilton NSW 2303
- 2/74 Kembla Street  
Wollongong NSW 2500

Language assistance service is available by phoning Translating and Interpreting Service (TIS): 13 14 50

## Enquiries

Tel: 1300 655 236 TTY: 9354 1371

**[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)**



<b>Office Use Only</b>			
Registration No.	_____		
Original Certificate Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Error	<input type="checkbox"/> Registry	<input type="checkbox"/> Client	

Relationships Register       Recognised Details Certificate

**Register to be corrected:**

Birth       Death       Marriage       Change of Name

Please provide the following information (USE BLOCK LETTERS)

**NAME OF APPLICANT MAKING DECLARATION:**

I,

of

State  Postcode

Daytime Phone Number  Contact Phone Number

Your relationship to the person registered

I declare that the following error/omission has been noted on the Register and I request the Registrar to correct the entry as follows:

**CURRENT INFORMATION IN REGISTER**      Registration Number

**NEW INFORMATION / AMENDMENT**

I certify that I understand the provisions overpage on 'Identification, Privacy & Disclosure' and that the information I have provided is true and correct.

Name  (print)

Date  /  /     (dd/mm/yyyy)

Signature

Signature of Witness\*

\*witness must be 18 years or over.

**Return/Replacement of Certificates:** I understand that any certificates with the incorrect information **must** be returned to the Registry under the provisions of Section 59(3)(c) of the *Births, Deaths and Marriages Registration Act 1995*. If the correction to the register was not due to an error by the Registry, a further certificate may need to be purchased. In cases where the Registry has made the error, a replacement certificate will be issued in exchange for the incorrect certificate.

**Office Use**

Date Amended:   /   /

Amending Officer