



Adding a Father's Details to a Birth Registration

This application can **only** be used to add the details of a child's **biological** father to the birth registration, if the birth is registered in NSW.

How to complete this application

Please read the instructions carefully. All sections of this form must be completed. Please use blue or black ink and BLOCK letters to complete this form. All corrections must be initialled. Do not use white out.

1. This application includes two (2) forms (Statutory Declaration and Payment Details) which must be completed and given to the Registry with the appropriate identification and fee.
2. All sections must be completed to ensure your application can be processed quickly. A checklist is provided to assist you. Incomplete applications will experience a delay.
3. Each parent must provide at least three (3) forms of identification (see Identification categories) with the application.
A qualified witness* must certify photocopies of identification documents as being "true and correct copies" (see page 5).
4. If you have Parentage Testing DNA reports or a court order where a finding has been made in relation to paternity, please forward a certified copy of the document(s) with your application.
5. Write your present residential address on the Statutory Declaration form. A post office box is not acceptable.
You can record your postal address on the Payment Details form.
6. Ensure your signature on the Statutory Declaration form is witnessed by a qualified witness*. The qualified witness must complete their name, address and daytime telephone number.
7. The Registry will NOT ACCEPT faxed applications OR faxed identification documents.
8. If you have a Birth Certificate for your child, you **must** attach it and return it with this application.

Certificate fees

See separate Fees for Products and Services flyer.

Statutory Declaration

Adding a Father's Details to a Birth Registration

(Births Deaths and Marriages Registration Act, 1995)

Details to be completed by the biological parents

I, _____
(mother's name in full)

of _____
(mother's residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

and

I, _____
(father's name in full)

of _____
(father's residential address)

_____ (suburb) _____ (postcode)

Daytime phone number _____

declare,

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

<p>Child's Details</p> <p>Family Name _____</p> <p>Given Name/s _____</p> <p>Sex (M/F) _____ born on (date) / / _____</p> <p>at (full place of birth - Suburb/State/Country) _____</p>
<p>Father's details</p> <p>Family Name _____</p> <p>Given Name/s _____</p> <p>born on (date) / / _____</p> <p>at (full place of birth - Suburb/State/Country) _____</p> <p>_____</p> <p>Occupation at the time of the child's birth _____</p>
<p>Marriage details (if applicable. If not married in NSW, include a certified copy of your marriage certificate)</p> <p>Date of Marriage _____</p> <p>Place of Marriage _____</p>

We/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.

We/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 our/my identity and eligibility for *Adding a Father's Details to a Birth Registration*.

Signature of the biological parents

A qualified witness* must witness your signature, please see page 5. The qualified witness must complete their name, address and daytime telephone number.

Signature of MOTHER

DECLARED at _____ in the state of _____ on ____ / ____ / ____

BEFORE ME (signature of qualified witness*)

Witness daytime phone number

Name and address of witness

JP No

and

Signature of FATHER

DECLARED at _____ in the state of _____ on ____ / ____ / ____

BEFORE ME (signature of qualified witness*)

Witness daytime phone number

Name and address of witness

JP No

Tick correct title of witness: 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*

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 (Registrar's powers of inquiry), 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.

Payment details for Adding a Father'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

Father's Name in Full

PAYMENT DETAILS (complete this section for mail applicants only)

Enclosed is a Cheque* / Money Order for \$. Or Please AMEX Debit my: 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

*Personal cheques are not accepted for urgent applications.

IDENTIFICATION

Photocopies of identification must be certified by a qualified witness as being “true and correct copies” of the originals

Each parent must provide at least three (3) forms of identification with this application, one each from Categories 1, 2 and 3 or 4. 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		

#Certificate of Evidence of Resident Status can be obtained from the Department of Immigration and Citizenship: www.immi.gov.au

QUALIFIED WITNESS*

The following persons can certify photocopies of documents as true and correct copies of the originals and can 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

Checklist to assist you in completing your application

- We/I have read the instructions carefully.
- We/I have completed the Statutory Declaration to Add a Father's Details to the Birth Registration.
- Our/my signature on the Statutory Declaration form has been witnessed by a qualified witness.
- We/I have included the required forms of identification with this application.
- We/I have attached the child's original Birth Certificate, including any extract/s we/I have.
- All copies of identification have been certified as being “true and correct copies” by a witness.
- We/I have completed the Payment Details form.

Your right to privacy

The NSW Registry of Births Deaths & Marriages administer the Births Deaths & Marriages Registration Act 1995 for NSW. The information required on this form is collected under the provisions of this Act and forms the basis for adding a father's details to a birth registration. Adding a father'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 in the Register may be used for statistical, law enforcement and other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies ^ and to authorised non-government agencies.

For more information about the privacy and disclosure of adding a father's details to a birth registration data or how you may access information after it has been collected by the Registry, please telephone the Registry on 1300 655 236.

How to lodge this application

Please post your application with your identification to the

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

- 35 Regent Street, Chippendale, Sydney NSW 2008
- 95 Tudor Street, Hamilton, Newcastle NSW 2300
- 2/74 Kembla Street, Wollongong NSW 2500
- 160 Marsden Street, Parramatta NSW 2150
Office hours are Monday to Friday - 8.00am to 4.30pm

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



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

www.bdm.nsw.gov.au