

# Adding a parent's details to a birth registration

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



Justice

Registry of Births  
Deaths & Marriages

## General information

### Eligibility

To apply to add a parent to a birth registration, the birth must be registered in NSW.

#### Adding a father

To add the biological father to the birth registration:

- Both biological parents must sign, or
- The Registry may require a Parentage Testing DNA report or a court order to determine paternity

#### Adding a mother

To add a mother to the birth registration for a child born as a result of a fertilisation procedure:

- There must have been a de facto relationship at the time of the procedure, and
- The other woman must have consented to the procedure



### Identification

**Each parent must provide at least three forms of ID.**

- One form of ID must confirm current residential address.
- One form of ID must confirm place of birth.
- If you are born outside NSW and unable to confirm your place of birth with any of the documents at right, please provide an expired passport or a foreign birth certificate.

**Original ID can be certified by one of the following:**

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Registry or Service NSW staff



### Statutory Declaration

**An person authorised to witness a statutory declaration is:**

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Person authorised to administer an oath under s.26 of the *Oaths Act 1900*

#### Category 1

- Australian birth certificate
- Certificate of Australian Citizenship
- New Zealand Citizenship together with New Zealand passport
- New Zealand birth certificate

#### Category 2

- Foreign passport
- Australian driver's licence
- Australian firearms licence
- Photo card issued by a government agency

#### Category 3

- Medicare card
- Private health care card
- Credit/debit card or ATM card
- Centrelink card
- Australian Department of Veteran's Affairs card
- Australian security guard licence or crowd control licence
- Student or tertiary identity card

#### Category 4

- Utility account (electricity, gas, water)
- Rates notice
- Centrelink concession card
- Current tenancy or lease agreement
- Superannuation fund statement

*PO boxes and bank statements are NOT accepted.*

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## Your right to privacy

### Privacy

The NSW Registry of Birth 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 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.

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 and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to add a parent's details to a birth registration, to obtain the requested certificate and to prevent fraud.

All documents are scanned and retained in the Registry's system and all copies are destroyed.

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.

### Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you to those agencies that may be able to validate that information in support of 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 National Document Verification Service (DVS).

## Checklist

### Birth mother to supply

- Completed the application form in full
- ID certified by an authorised witness
- Returned all original birth certificate of the child
- Relevant court orders
- DNA tests (if any)
- Completed payment details

### Other parent to supply

- Statutory declaration
- ID certified by an authorised witness
- Evidence of place of birth
- Returned all original birth certificate of the child
- Relevant court orders (if any)
- DNA tests (if any)

## Options to lodge

### By post

- NSW Registry of Births Deaths & Marriages  
GPO Box 30, Sydney NSW 2001  
*Do not mail originals of your identification.  
Please attach clear photocopies certified by an authorised witness (see page 1).*

### In person

- At Registry of NSW Births Deaths & Marriages.  
*Bring your original identification to be certified.*
- At a Service NSW Service Centre.  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au)

### Registry office locations

Monday to Friday: 8.00am – 4.30pm

- 35 Regent Street, Chippendale NSW 2008
- 160 Marsden Street, Parramatta NSW 2150

NRS: 1300 555 727 (Speech/hearing impaired)

TIS: 131 450 (Translating/interpreting service)

Email: [bdm-webmail@justice.nsw.gov.au](mailto:bdm-webmail@justice.nsw.gov.au)



**Phone: 13 77 88**

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

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## Statutory declaration

This statutory declaration should be completed by the person requesting the parent's details to be added to the child's birth registration. Please initial all corrections. Do not use white out.

### False representation

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

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.

## Child's details

Family name	<input type="text"/>				
Given names	<input type="text"/>				
Date of birth	<input type="text" value="dd / mm / yyyy"/>	Sex: Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Place of birth	<input type="text"/>				

## Parent's details to be added

Family name	<input type="text"/>
Family name (at their own birth)	<input type="text"/>
Given names	<input type="text"/>

Indicate how the parent will be recorded on the certificate. (Tick one box only)

Father       Mother       Parent (Same sex couples only)

Date of birth	<input type="text" value="dd / mm / yyyy"/>	Age at birth of child	<input type="text"/>
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Place of birth (Provide evidence as per page 1)	<input type="text"/>
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Usual occupation (at time of the child's birth)	<input type="text"/>
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Main tasks (e.g. office work)	<input type="text"/>
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Is the other parent of Aboriginal or Torres Strait Islander origin? (Tick one box only)

Aboriginal origin  
 Torres Strait Islander origin  
 Both Aboriginal and Torres Strait Islander origin  
 Neither

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## Marriage details *(if adding father)*

Please include a copy of your marriage certificate if you were not married in NSW.

Date of marriage

dd / mm / yyyy

**Place of marriage**

Suburb/Town/City

State/Territory

## Reasons for amendment

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

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## Birth mother's declaration

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- 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 parent's details to a birth registration.
- I have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- I hereby solemnly and sincerely declare that I have read all the information contained in this document, and I request the Registrar to include the details of the other parent with the information provided on my child's birth registration.

Your current full name

Current residential address

Suburb/Town/City

Country

Daytime contact number

Email address

Signature of declarant

Date signed

## Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness must sight one identity document (original or certified copy).

**I certify the following matters concerning the making of this statutory declaration by the person who made it:** [*\*cross out any text that does not apply*]

- \*I saw the face of the person OR  
\*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- \*I have known the person for at least 12 months OR  
\*I confirmed the person's identity using an identification document and the document I relied on was:

(describe document relied on)

Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of authorised witness

Date signed

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## Other parent's declaration

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- 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 parent's details to a birth registration.
- I have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- I hereby solemnly and sincerely declare that I have read all the information contained in this document, and I request the Registrar to include the details of the other parent with the information provided on my child's birth registration.

Your current full name

Current residential address

Suburb/Town/City

Country

Daytime contact number

Email address

Signature of declarant

Date signed

## Authorised witness

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\*I confirmed the person's identity using an identification document and the document I relied on was:

(describe document relied on)

Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of authorised witness

Date signed



# Payment details adding a parent's details

NSW Registry of Births Deaths & Marriages. ABN 30 854 211 521. GPO BOX 30 Sydney NSW 2001.



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Your certificate will be mailed to you if the application was received by post, and incurs a postage and handling fee.  
PRINT clearly in BLACK or BLUE pen and complete all details.

Please select certificate type and quantity you wish to receive e.g.  International Registered Post

Payment includes registration and purchase of certificates. **Standard birth certificate**  (NSW born only)

### Commemorative package (includes a Standard birth certificate)

Gumnut Babies  Boronia Babies  Play School  Blinky Bill   
Be Blessed  Fauna  Handprint Pink  Handprint Blue   
NRL

## APPLICANT'S DETAILS

Family name

Given name(s)

Address  Suburb/Town/City

State/Territory  Postcode  Country

Delivery Address (if different)  Suburb/Town/City

State/Territory  Postcode  Country

Phone number  Email address

Signature of applicant

## CHILD'S DETAILS

Date of birth  Present age

Family name

Given name(s)

Place of birth   
Suburb/Town/City

## PAYMENT DETAILS (For schedule of fees, see Fees for Product and Services flyer.)

\*Cheques payable to NSW Registry of Births Deaths & Marriages

Total Amount \$  Please debit: AMEX  MasterCard  Visa  or enclosed is a cheque\*/money order

Card number

Cardholder name  Expiry date

Signature of cardholder  Surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.