

Certificate entitlement

This application form can only be used if the death occurred in NSW. If you are the next of kin named on the death certificate, i.e. spouse (married/defacto/same sex defacto), parent or child of the deceased, the death certificate can be issued to you. If you are a relative not listed on the certificate, the certificate can be issued to you if the deceased had no living spouse, children or parents.

If you DO meet the above criteria, you must provide:

- Three forms of your own ID (see below).

If you DON'T meet the above criteria, you must provide:

- A Letter of Authority (available at: www.bdm.nsw.gov.au) giving permission from the next-of-kin. Please include their address, phone number and signature.
- Three forms of ID from the next-of-kin (see below).
- Three forms of your own ID (see below).

Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1

If born in Australia:

- An Australian birth certificate

Record of immigration status:

- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

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 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

Category 4

- Recent utility account with current residential address

Your right to privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. Please read the policy on our website:

Your Right to Privacy.

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 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, Department of Immigration and Border Protection, and motor vehicle or driver licensing 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) and the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Lodging by post

GPO Box 30
SYDNEY
NSW 2001

Lodging in person

View options at our website:
www.bdm.nsw.gov.au
Phone: 13 77 88 NRS: 1300 555 727

Death Certificate Application



Justice

Registry of Births
Deaths & Marriages

Death Certificate Application

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

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

PRINT clearly in BLACK pen and complete all details.

Do you require Priority processing of your application? Yes Fee applies, see separate 'Fees for Products and Services' flyer.

Please specify the quantity you wish to receive e.g.

Standard death certificate

International Express Post

Reason certificate is required
(e.g. probate, executor)

Your relationship to the deceased
(e.g. son, mother, executor)

APPLICANT'S DETAILS (details of person completing this form). Please provide copies of 3 forms of current identification with your application.

Family name

First given name

Other given name(s)

Company name
(If applicable)

Company reference number
(If applicable)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery Address
(If different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Signature
of applicant

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

DETAILS OF DEATH CERTIFICATE REQUIRED

Date of death*

Age at death

Registration number
(If known)

*If date unknown, period to be searched: From To
(Note, each extra 10 year search or part thereof incurs a cost)

Names of registered person

Family name
of deceased

Family name at birth

First given name

Other given name(s)

Place of death
(Suburb/Town/City)

Spouse details

Family name
(Current)

Family name at birth

First given name

Other given name(s)

Parent 1 details

Family name
(Current)

Family name at birth

First given name

Other given name(s)

Parent 2 details

Family name
(Current)

Family name at birth

First given name

Other given name(s)

PAYMENT DETAILS (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Total Amount \$

Please debit my:

AMEX

MasterCard

Visa

OR Enclosed is a cheque*/money order

Card number

*Cheques payable to NSW Registry of Births Deaths & Marriages (non Priority only)

Name
of cardholder

Expiry date

Signature
of cardholder

From 1 July 2016 a surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.