

Information about how to apply for a recognised details certificate

(Change of sex certificate for persons born overseas)



Registry of Births
Deaths & Marriages
Attorney General & Justice

Births Deaths and Marriages Registration Act 1995

Eligibility

Under Part 5A of the *Births, Deaths and Marriages Registration Act 1995* a person who is 18 or above, and:

- who is an Australian citizen or permanent resident of Australia, and
- who lives, and has lived in NSW for at least one year, and

- who has undergone a sex affirmation procedure, and
- who is not married, and
- whose birth is not registered in Australia,

may apply for registration of their change of sex. Upon registration of a change of sex the person may apply to the Registrar for issue of a recognised details certificate.

Instructions

1 Complete all sections

Use black ink and write in BLOCK letters.

All corrections must be initialled. Do not use white out.

2 Identification documents (ID)

- You must provide at least four (4) forms of ID, including photo ID. Overseas documents must be translated into English by an accredited translator. The Registry will not accept faxed applications or faxed identification documents.
- All photocopies of ID must be certified by an authorised witness as being true and correct copies of the originals. The following persons can certify your ID.
 - 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

3 Application and Statutory Declarations

- Complete and submit all sections along with appropriate ID and payment. Incomplete applications may cause delays and be returned or refused.
 - One (1) Application to record a change of sex,
 - Two (2) Supporting statutory declarations to register a change of sex (from 2 Australian registered medical practitioners verifying that you have undergone a sex affirmation procedure)
- 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 witness must sight one identity document (original or certified copy), such as an Australian passport, Australian birth certificate, Australian or foreign driver's licence, an Australian citizenship certificate, a pension card issued by Centrelink, or an Australian Medicare card.
- A copy of a document may be certified as a true copy of the original only by a person (other than the authorised witness) authorised to take and receive statutory declarations.

4 Payment details

- The fee for registering a change of sex includes the issue of a recognised details certificate.

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How we deal with your information

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 registering a change of sex. The recognised details register is part of the civil records of NSW and is a permanent historical record. The public do 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 Passport Office, Department of Immigration and Border Protection, and motor vehicle or driver licensing 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 apply for and obtain a recognised details certificate and to prevent fraud.

For further information on privacy please visit our website at www.bdm.nsw.gov.au

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

Fees and processing times

Please call 13 77 88 for current fees and processing times or check our website at www.bdm.nsw.gov.au

Enquiries

Phone: 13 77 88
NRS: 1300 555 727
www.bdm.nsw.gov.au

If you require further information or need advice, interpreting services are available by phoning the Translating and Interpreting Service (TIS National) on 131 450

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

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Continued

Identification documents

To protect your privacy, the Registry requires proof of your identity.

Provide at least four (4) forms of identification, one (1) document from each category.

- If your category 1 document does not include your place of birth you must also provide a passport or full birth certificate with this information.
- One (1) document must include your current residential address.
- Your category 4 document must show that you have resided in New South Wales for the past 12 months.
- If your current name is different to the name recorded on any of your identity documents, you must provide evidence of your name change (i.e. change of name certificate, Deed Poll).

Category 1

- Certificate of Australian citizenship
- New Zealand citizenship certificate together with passport
- New Zealand birth certificate
- Foreign passport with permanent residency visa

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
- Photo ID card from motor vehicle or driver licensing authorities

Category 4

- Utility account with current NSW residential address
 - Utility account dated more than 12 months prior to this application
 - Rates notice
 - Lease agreement
- A Post office box is not acceptable evidence of residential address*

Authorised witness

All photocopies of ID must be certified by an authorised witness as being true and correct copies of the originals. The following persons can certify your ID.

- 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

Checklist

- Application to register change of sex, in presence of authorised witness completed.
- Two medical practitioners (Australian registered) completed supporting statutory declarations.
- Four copies of certified ID attached.
- Payment details supplied.

Once you have read and understood the information above, proceed to the next page to complete your application.

Application to record a change of sex (applicant)



Under Section 32DA of the Births, Deaths and Marriages Registration Act 1995 for a person whose birth is not registered in Australia

Office Use Only

COS No.

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*.

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.

Details of the person completing this application

Current name

Family name
First given name Other given name(s)

Name at birth

Family name
First given name Other given name(s)

Residential address (if different from above)

Address Line 1
Address Line 2
Suburb/Town/City
State/Territory Postcode Country

Postal address

Address Line 1
Address Line 2
Suburb/Town/City
State/Territory Postcode Country

Contact details

Contact number Email address

Application to record a change of sex (applicant)



Continued

Sex at birth was recorded as Male Female

Date of birth / /

Place of birth

Suburb/Town/City

State/Territory Country

Your parents' details

Parent One details

Relationship to applicant Father Parent

Family name Family name at birth

First given name Other given name(s)

Parent Two details

Relationship to applicant Father Parent Mother

Family name Family name at birth

First given name Other given name(s)

My marital status is

[State if never married, divorced or widowed. If previously married show evidence of termination of previous marriage/s. This may be an original of your final divorce papers, or original death certificate if you have been widowed.]

I have since undergone a sex affirmation procedure for which I tender medical verification by 2 Australian registered medical practitioners with my application. I am an Australian citizen / permanent resident of Australia, and lived in NSW for

years months

I now apply to the Registrar to have my change of sex registered in accordance with Section 32DA, showing my registered sex as;

Male Female

I understand it is a punishable offence to give false information in this application.

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 this change of sex to be registered.

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

I certify that I have read and understood the information on the previous pages.

Signature of applicant

Date signed / /

[signature in current name of applicant]

Supporting statutory declaration (1) change of sex – verify sex affirmation procedure



Under 32DA of the Births Deaths and Marriages Registration Act, 1995
for a person whose birth is not registered in Australia

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 (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.

Details of medical practitioner completing this declaration

I,

Family name

First given name Other given name(s)

of

Practising address of medical practitioner

Company name

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Postal address of medical practitioner

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Contact details

Contact number Email address

Supporting statutory declaration (1) change of sex – verify sex affirmation procedure



Continued

Declare

I am registered in Australia as a medical practitioner and my Medicare provider number is

[Medicare provider number]

I have examined or performed sex affirmation surgery on

[current full name of applicant]

whose identity I have confirmed from documents produced to me.

I can confirm this person has undergone sex affirmation surgery as defined in Section 32A, sex affirmation surgery means a surgical procedure involving the alteration of a person's reproductive organs carried out:

- for the purpose of assisting a person to be considered to be a member of the opposite sex; or
- to correct or eliminate ambiguities relating to the sex of the person.

I support

[current full name of applicant]

to register a change of sex in accordance with Section 32D of the Births Deaths & Marriages Registrations Act 1995, showing the sex now to be

Male Female

This is a confidential disclosure for the exclusive use of the NSW Registry of Births Deaths & Marriages.

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 certify that I have read and understood the declaration above, by signing in the presence of an authorised witness on the next page.

Supporting statutory declaration (1) change of sex – verify sex affirmation procedure



Continued

Declarant (medical practitioner)

[An authorised witness must witness your signature, and supply other details below]

I certify that I have read and understood the declaration on the previous pages.

Signature of
medical practitioner

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 will need to sight one identity document (original or certified copy). [see page 1.]

I certify the following matters concerning the making of this statutory declaration by the person who made it:

[*please cross out any text that does not apply]

- 1** *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
- 2** *I have known the person for at least 12 months **OR** *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:

[describe identification document relied on – refer to page 1 “Statutory Declaration”]

Declared at

In the state of

on (dd/mm/yyyy)

Before me

(signature of
authorised witness)

JP No.

Full name of authorised witness (block letters)

Contact phone number of authorised witness

Email of authorised witness

Address of authorised witness

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory

Postcode

Country

Tick correct title of authorised witness:

Justice of the Peace

Legal practitioner (with current practising certificate)

Notary Public

A person authorised to administer an oath under Section 26 of the Oaths Act 1900

Supporting statutory declaration (2) change of sex – verify sex affirmation procedure



Under 32DA of the Births Deaths and Marriages Registration Act, 1995
for a person whose birth is not registered in Australia

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 (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.

Details of medical practitioner completing this declaration

I,

Family name

First given name Other given name(s)

of

Practising address of medical practitioner

Company name

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Postal address of medical practitioner

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Contact details

Contact number Email address

Supporting statutory declaration (2) change of sex – verify sex affirmation procedure



Continued

Declare

I am registered in Australia as a medical practitioner and my Medicare provider number is

[Medicare provider number]

I have examined or performed sex affirmation surgery on

[current full name of applicant]

whose identity I have confirmed from documents produced to me.

I can confirm this person has undergone sex affirmation surgery as defined in Section 32A, sex affirmation surgery means a surgical procedure involving the alteration of a person's reproductive organs carried out:

- a. for the purpose of assisting a person to be considered to be a member of the opposite sex; or
- b. to correct or eliminate ambiguities relating to the sex of the person.

I support

[current full name of applicant]

to register a change of sex in accordance with Section 32D of the Births Deaths and Marriages Registrations Act 1995, showing the sex now to be

Male Female

This is a confidential disclosure for the exclusive use of the NSW Registry of Births Deaths & Marriages.

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 certify that I have read and understood the declaration above, by signing in the presence of an authorised witness on the next page.

Supporting statutory declaration (2) change of sex – verify sex affirmation procedure



Continued

Declarant (medical practitioner)

[An authorised witness must witness your signature, and supply other details below].

I certify that I have read and understood the declaration on the previous pages.

Signature of
medical practitioner

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 will need to sight one identity document (original or certified copy). [see page 1.]

I certify the following matters concerning the making of this statutory declaration by the person who made it:

[*please 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 have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:

[describe identification document relied on – refer to page 1 "Statutory Declaration"]

Declared at

In the state of

on (dd/mm/yyyy)

Before me

(signature of
authorised witness)

JP No.

Full name of authorised witness (block letters)

Contact phone number of authorised witness

Email of authorised witness

Address of authorised witness

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory

Postcode

Country

Tick correct title of authorised witness:

Justice of the Peace

Legal practitioner (with current practising certificate)

Notary Public

A person authorised to administer an oath under Section 26 of the Oaths Act 1900

Payment Details to apply for a recognised details certificate

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.

See separate "Fees for Products and Services" flyer.

Please PRINT clearly in BLACK pen. Start at the left. Please complete all details.

NOTE: Payment includes the registration and the purchase of ONE standard recognised details certificate.

Is your application urgent? Yes No

Please specify the quantity you wish to receive

Standard certificate (Qty) _____

International Registered Post

Reason certificate is required
(e.g. passport, driver's licence)

Your relationship to the registered person
(e.g. self)

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

Please provide copies of at least four (4) 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 (If different from above) Suburb/Town/City

State/Territory Postcode Country

Delivery address

Name Company name (If applicable)

Delivery address Suburb/Town/City

State/Territory Postcode Country

Contact number Email address

Signature of applicant

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

DETAILS OF RECOGNISED DETAILS CERTIFICATE REQUIRED

Date of birth / / Present age

Names of registered person

Family name Family name at birth

First given name Other given name(s)

Place of birth

Country Suburb/Town/City

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.

Enclosed is a cheque*/ money order for \$. OR please debit my: AMEX MasterCard Visa \$.

Card number

Name of cardholder Expiry date /

Signature of cardholder

*Cheques payable to the **NSW Registry of Births Deaths & Marriages** Personal/company cheques are not accepted for urgent applications.

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.



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