

PAYMENT DETAILS FOR SECTION 50 SEARCH

Your certificate will be mailed to you if your application was received by post and will be charged a postage and handling fee. See separate "Fees for Products and Services" flyer.

Urgent Non-urgent To be Posted To be Collected Registered Post International Express Post

This application form must be printed and mailed to the Registry at GPO Box 30, SYDNEY NSW 2001

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) *Please provide at least (3) certified copies of identification with your application.*

Applicant's Name (in full)

Company Name

Postal Details/
DX Number

Suburb State Postcode

Client name (the person you
are conducting the search for)

Client's Relationship to the Deceased

Reason Certificate is Required

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

Signature of Applicant Home Phone Number ()

Contact Phone Number ()

DETAILS OF SEARCH REQUIRED

Family Name at Time of Death

Given Name/s

Date of Death Male Female Age at Death Years in Australia

former Family Name Used

First Marriage - Date Full Name of Spouse

Second Marriage - Date Full Name of Spouse

Third Marriage - Date Full Name of Spouse

Age and Names of Known Children

Years

Years

Years

PAYMENT DETAILS (complete this section for mail applicants only) See separate "Fees for Products and Services" flyer

Enclosed is a Cheque* \$ OR Please Debit my: AMEX 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.

YOUR RIGHT TO PRIVACY

The NSW Registry of Births 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 the registration of births, deaths and marriages. The Birth Death and Marriage 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 perform a Section 50 Search, to obtain the requested 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, we 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 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 System (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

LODGING YOUR APPLICATION

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

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

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au