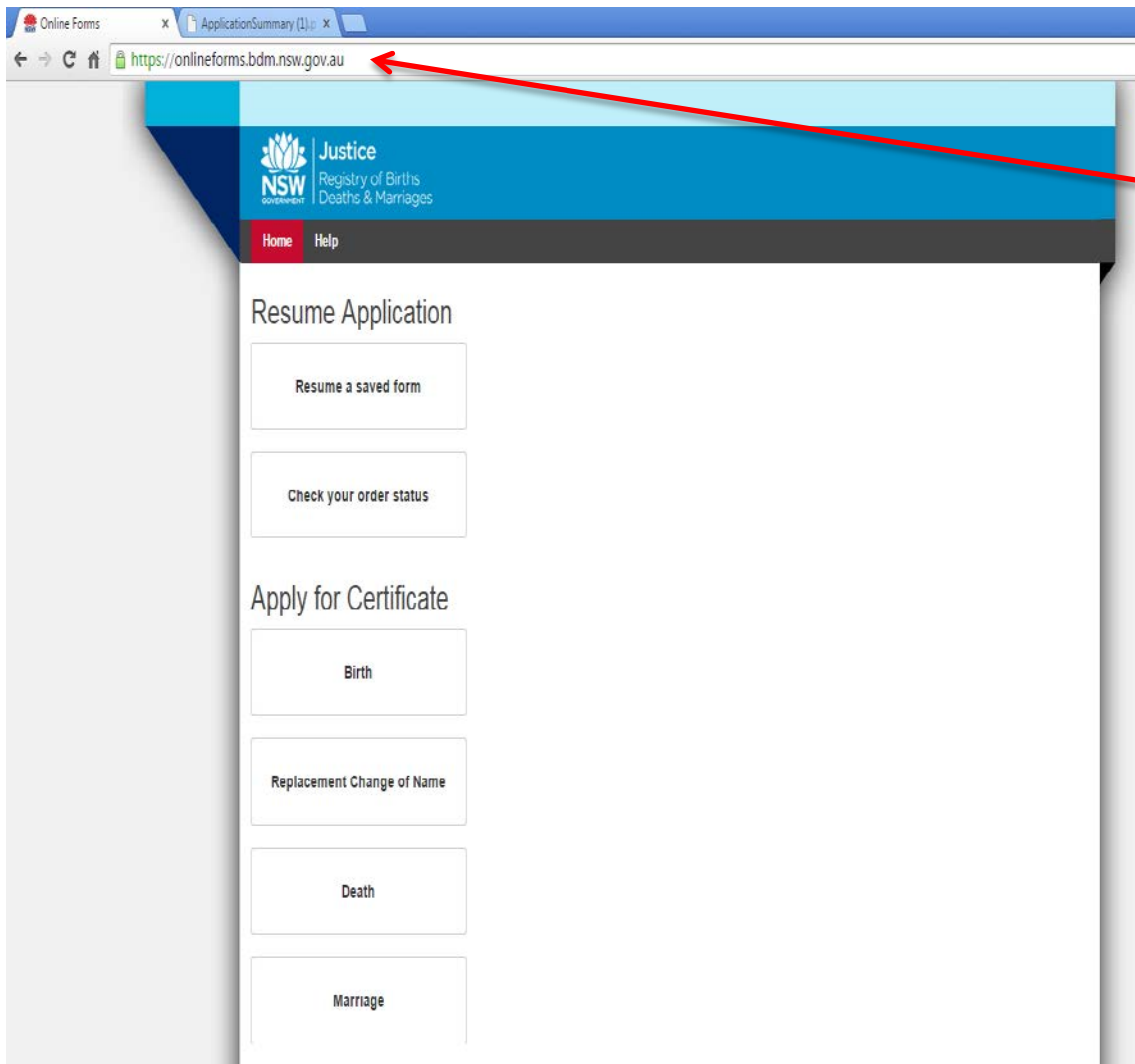


Completing an Online Application

November 2016

Getting started



The screenshot shows a web browser window with the URL <https://onlineforms.bdm.nsw.gov.au> in the address bar. The website header features the NSW Government logo and the text "Justice Registry of Births Deaths & Marriages". Below the header, there are navigation links for "Home" and "Help". The main content area is titled "Resume Application" and contains two buttons: "Resume a saved form" and "Check your order status". Below this, there is a section titled "Apply for Certificate" with four buttons: "Birth", "Replacement Change of Name", "Death", and "Marriage".

To get started, open a web browser and enter:
onlineforms.bdm.nsw.gov.au

You will see the page on the left

Web browsers that can be used include:

- Internet Explorer 11
- Chrome
- Safari

The online form is also tablet and mobile friendly.

Apply for a Certificate

Apply for Certificate

Birth

Replacement Change of Name

Death

Marriage

You can online forms to apply for the following certificates :

- Birth
- Replacement Change of Name
- Death
- Marriage

Select the certificate you wish to apply for

You can only apply for life events which are registered in NSW using this online form.

Birth Details

Application for a Birth Certificate

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

☐ Yes ☐ No

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

☐ Yes ☒ No

If the birth was outside of NSW, then you need to apply to the Registry office in that state or territory. Click on the link for [interstate registries](#) contact details.

You will then see the Life Event Details screen on the left

Select **Yes** if you are applying for a life event registered in NSW.

If the life event was registered in another state, select **No** and you will see a link for interstate registries. The link will take you to the Registry's website and provide you with the contact details of interstate registries.

Additional fields

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

☒ Yes ☐ No

Place of Birth in NSW

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

First Given Name

Other Given Name(s)

Registration Number Known?

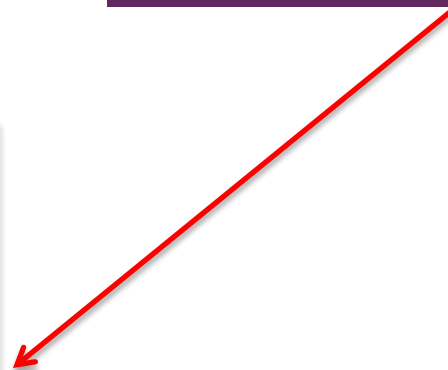
☐ Yes ☒ No

Date of Birth Known

☒ Yes ☐ No

Date of Birth

Once you select **Yes**, you will see some additional fields appear on the screen.



Handy tips

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 88.

PLACE OF BIRTH

Born or Adoption Registered in NSW

☒ Yes ☐ No

Place of Birth in NSW

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

If you hover your mouse over each field you will see some tips to assist you with completing the online form.

 Place of Birth in NSW

Please enter the Suburb / Town / City where the registered person was born.

Mandatory fields

Place of Birth in NSW

The Suburb or Town of Birth must be provided

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Family Name at Birth must be provided

First Given Name

First Given Name must be provided

Some of the fields on the form are mandatory which means you **must** enter details in the field to progress your application.

For birth certificates you must complete the following fields:

Details of registered person

- Place of Birth in NSW
- Family Name at Birth
- First Given Name
- Date of Birth

Parent One

- Current Family Name
- Family Name at Birth
- First Given Name

If you do not complete a mandatory field, you cannot progress to the next page and you will see the fields highlighted in red.

Completing the form

PLACE OF BIRTH

Born or Adoption Registered in NSW

☒ Yes ☐ No

Place of Birth in NSW

Sydney

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Citizen

First Given Name

John

Other Given Name(s)

Registration Number Known?

☐ Yes ☒ No

Date of Birth Known

☒ Yes ☐ No

Date of Birth

01-01-1971

PARENTS DETAILS

Parent One

MOTHER

Current Family Name

Citizen

Family Name At Birth

Jones

First Given Name

Jane

Other Given Name(s)

Parent Two

FATHER

Current Family Name

Citizen

Family Name At Birth

Citizen

First Given Name

James

Other Given Name(s)

Next

Complete the form on the screen. If you are unsure of the details enter **Unknown**.

Unsure of the date of event?

Date of Birth Known

☒ Yes ☐ No

Date of Birth Known

☐ Yes ☒ No

Date of Birth From

dd-mm-yyyy

Date of Birth To

dd-mm-yyyy

If the date of event is not known, select **No** and you will have the option to enter a date range. The Registry will search for the event within the dates requested.

Parent Two

FATHER ▼

Current Family Name

Citizen

Family Name At Birth

Citizen

First Given Name

James

Other Given Name(s)

Once you have completed the details, select **Next.**

Next

Applicant Details

Application for a Birth Certificate

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Please Select

Reason for Certificate

Please Select

Who can apply

APPLICANT DETAILS

Family Name

First Given Name

Other Given Name(s)

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Self
Please Select
Child
Guardian
Legal Practitioner
Other
Parent
Power of Attorney
Self

 Relationship to Registered Person

Please select your relationship to the subject.

APPLICANT DETAILS

You will then see the **Applicant Details** screen on the left.

Select your relationship to the registered person from the drop down list. If you are applying for your own certificate, select **Self**.

You must be an authorised person to apply for a certificate. If you are not an authorised person the Registry will contact you to request further details or advise that your application cannot be processed.

Applicant Details

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Please Select ▼

Relationship to Registered Person must be provided

Reason for Certificate

Please Select ▼

Reason for certificate required

To progress your application you must complete the mandatory fields listed below:

Application Details

- Relationship to Registered Person
- Reason for Certificate

Applicant Details

- Family Name
- First Given Name
- Email Address

Residential Address

- Address Line 1
- Suburb/Town/City
- State/Territory
- Postcode

Postal Address

- Address Line 1
- Suburb/Town/City
- State/Territory
- Postcode

If you do not complete the mandatory fields you will not be able to complete your application and you will see the fields highlighted in red.

Applicant Details

Applicant Details

APPLICATION DETAILS

Relationship to Registered Person

Self ▼

Reason for Certificate

Passport ▼

APPLICANT DETAILS

Family Name

Citizen

First Given Name

John

Other Given Name(s)

Contact Number

0411223344

Email Address

john.citizen@gmail.com

Complete all mandatory fields in the Applicant Details screen

Only complete the **Other Details** section if you are applying on behalf of an organisation.



OTHER DETAILS

If you are applying on behalf of an organisation, please provide the details.

Organisation Name

Organisation Reference

Applicant Details

RESIDENTIAL ADDRESS

Country
Australia ▼

Quick Address Search

123 West St

123 West Street, BALGOWLAH NSW 2093
123 West Street, EDEN NSW 2551
123 West Street, GUNDAGAI NSW 2722
123 West Street, SOUTH HURSTVILLE NSW 2221
123 West Street, ALLENSTOWN QLD 4700

Search

Address Line 1

Address Line 2

Suburb / Town / City

State/Territory
Please Select ▼

Post Code

Quick Address Search
Please start typing your address and the system will find matches for you to select. If no matches are found you can enter your address manually, ignoring the suggestions.

Complete the **Residential Address** section by entering the street address in the Quick Address Search field and select **Search**.

The address should appear in the drop down list. If the address does not appear in the drop down list you can enter the address in the address fields below.

If the address appears in the drop down list select the correct address and the form will automatically populate.

Applicant Details

RESIDENTIAL ADDRESS

Country

Australia ▼

Quick Address Search

123 West Street, EDEN NSW 2551

Search

Address Line 1

123 West St

Address Line 2

Suburb / Town / City

EDEN

State/Territory

NSW ▼

Post Code

2551

If the address appears in the drop down list select the correct address and the form will automatically populate.

If you have an overseas address, select a different **Country** from the drop down list and an **International Address** field will appear.

RESIDENTIAL ADDRESS

Country

United Kingdom ▼

International Address

Applicant Details Fields

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☐ Same as Residential Address

Country

Australia

QAS Address Search

Search

Address Line 1

Address Line 2

Suburb / Town / City

State/Territory

Please Select

Post Code

Next

If your postal address is the same as your residential address, select Same as Residential Address. You will then see the below screen.

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☒ Same as Residential Address

☐

I'm not a robot



Next

If your postal address differs from your residential address, enter the postal address as per previous step.

Applicant Details Fields

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☒ Same as Residential Address

☐ I'm not a robot



Next

Suburb / Town / City

EDEN

State/Territory

NSW

Post Code

2551

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☒ Same as Residential Address

☐ I'm not a robot

Next

Select all images with a store front.



VERIFY

Select I'm not a robot.

You will see a similar screen to the one on the bottom left. Select the images as instructed. An example is **Select all images with a shop front**. Then select **Verify**.

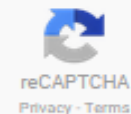
You will then see the below screen. Select **Next**.

POSTAL ADDRESS

Please provide a postal address if different to residential address.

☒ Same as Residential Address

☒ I'm not a robot



Next

Certificate Order

NSW GOVERNMENT | Justice
Registry of Births Deaths & Marriages

Home Help

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

Use this to access the saved application. X

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Certificate Order

Birth Certificate - Ordinary

Quantity 1

Your application will provide you with a standard Birth certificate. You may purchase additional commemorative certificates from our list of designs below.

* Commemorative Birth certificates are for decorative purposes only. They are not legally valid certificates.

Birth - Hand Print Pink Commemorative
\$24.00
Qty 0

Birth - NRL Broncos Commemorative
\$24.00
Qty 0

Birth - NRL Cowboys Commemorative
\$24.00
Qty 0

You will now see the **Certificate Order** screen.

Your application is now saved. This means so you come back and complete your online form at a later time. You will see an **Online Reference Number**, also known as **ORN**.

From the **Certificate Order** screen you can select the type and quantity of certificate(s) you wish to apply for by selecting from the drop down list.

Once your selection has been made select **Next** at the bottom of the screen.

Delivery and Payment

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Delivery and Payment

DELIVERY DETAILS

Your certificate will be mailed to you. Postage and handling fees apply. Advertised processing times does not include postage time. Priority applications will be processed within 4 working days (excluding postal delivery time). Standard application will be processed within 10 working days (excluding postal delivery time). For fees and turn around times visit the Registry's website.

Priority

☐ Yes ☒ No

If you require a copy of the certificate to be faxed to an Australian passport office, Australian consulate or Australian embassy please select the option and provide the requested details. Requests to fax certificates to other locations will not be actioned. Click on the link to view the list of Australian overseas missions: <http://www.dfat.gov.au/missions>. Please note you must make prior arrangements with the passport office to accept a faxed copy of the certificate.

Faxed Copy?

☐ Yes ☒ No

You will now see the **Delivery and Payment** screen.

If your application is urgent select **Yes** for **Priority**. **Note:** There is an additional fee for urgent applications.

If you require your certificate to be faxed to an Australian passport office, consulate or embassy select **Yes** for **Faxed Copy?**

Delivery and Payment

DELIVERY ADDRESS

John Citizen
123 West St
EDEN NSW 2551
Australia

Please note: We only ship to the address which you have provided in your application form. If you need to have it shipped to a different address, you will need to modify your application with this address in the Applicant details section.

YOUR ORDER ITEMS

Type	Quantity	Cost (each)	Total
Birth Certificate - Ordinary	1 ▼	\$45.00	\$45.00
Birth - Hand Print Pink Commemorative	1 ▼ Remove	\$24.00	\$24.00
Registered Mail	1 ▼	\$8.00	\$8.00
		Total	\$77.00

Please note: Refunds will not be granted for change of mind or if the certificate is no longer required. See the Registry's [refund policy](#) for further information.

[Next](#)

Check to ensure the **Delivery Address** is correct.

Check to ensure **Your Order Items** are correct. If all the details are correct, select **Next**.

If any of the details are incorrect you can go back and correct the details by clicking on the widget on the left.

[Birth Details](#)

[Applicant Details](#)

[Certificate Order](#)

[Delivery and Payment](#)

[Identification](#)

[Add Attachments](#)

[Confirm Order](#)

[Summary](#)

Delivery and Payment

DELIVERY DETAILS

Your certificate will be mailed to you. Postage and handling fees apply. Advertised processing times does not include postage time. Priority applications will be processed within 4 working days (excluding postal delivery time). Standard application will be processed within 10 working days (excluding postal delivery time). For fees and turn around times visit the [Registry's website](#).

Priority

☐ Yes ☒ No

If you require a copy of the certificate to be faxed to an Australian passport office, Australian consulate or Australian embassy please select the option and provide the requested details. Requests to fax certificates to other locations will not be actioned. Click on the link to view the list of Australian overseas missions: <http://www.dfat.gov.au/missions>. Please note you must make prior arrangements with the passport office to accept a faxed copy of the certificate.

Faxed Copy?

☐ Yes ☒ No

Identification

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

Use this to access the saved application. ✕

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Identification

Please see list below of the documents the Registry will need to prove your identity before processing the application. For more information about how the Registry protects your privacy, please visit our website.

Category 1

- ☐ Australian Birth Certificate
- ☐ New Zealand Citizen Certificate together with Passport
- ☐ Australian Citizen Certificate
- ☐ New Zealand Birth Certificate

Category 2

- ☐ Australian Drivers License (Current)
- ☐ Australian Passport (Current)
- ☐ Proof of Age Card
- ☐ Foreign Passport

Category 3

- ☐ Firearms License (Current)
- ☐ Medicare Card
- ☐ Security Guard/ Crowd Control License
- ☐ Tertiary Education Institution ID Card
- ☐ Centrelink or Department of Veterans Affairs Card

Category 4

- ☐ Recent Utility Account
- ☐ Lease Agreement (Current Address)
- ☐ Rates Notice (Current Address)

Next

You will now see the **Add Attachments** screen.

You must supply identification with your online form. Select three identification documents from Category 1 to Category 4 and then select **Next**.

Category 1

- ☐ Australian Birth Certificate
- ☐ New Zealand Citizen Certificate together with Passport
- ☐ Australian Citizen Certificate
- ☐ New Zealand Birth Certificate

Category 2

- ☒ Australian Drivers License (Current)
- ☐ Australian Passport (Current)
- ☐ Proof of Age Card
- ☐ Foreign Passport

Category 3

- ☐ Firearms License (Current)
- ☒ Medicare Card
- ☐ Security Guard/ Crowd Control License
- ☐ Tertiary Education Institution ID Card
- ☐ Centrelink or Department of Veterans Affairs Card

Category 4

- ☒ Recent Utility Account
- ☐ Lease Agreement (Current Address)
- ☐ Rates Notice (Current Address)

Next

Add Attachments

Application for a Birth Certificate

ONLINE REFERENCE NUMBER

B3895340293

Use this to access the saved application. X

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

[Where is this?](#)

Document Number

[Choose File](#) No file chosen

MEDICARE CARD OF THE APPLICANT

[Where is this?](#)

Document Number

[Choose File](#) No file chosen

You will now see the **Add Attachments** screen.

Enter the **Document Number**. If you are unsure of which number to enter, select **Where is this?** and you will see the below in another screen.



Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

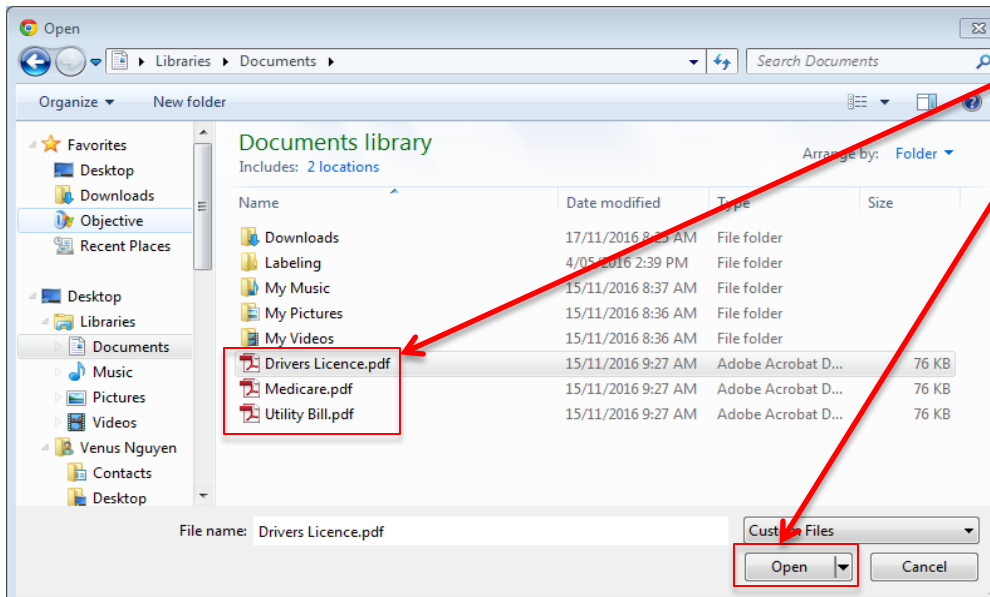
Document Number

1212121212

Choose File No file chosen

To add scans or photocopies of your identification, select **Choose File**.

Search for the file you wish to attach, select the file and then select **Open**.



Add Attachments

Add Attachments

Please attach the required documents. Please note that the Registry can only start processing your application once all documents are submitted and verified.

AUSTRALIAN DRIVERS LICENSE (CURRENT) OF THE APPLICANT

Where is this?

Document Number

123123123

[Remove Attachment](#) Drivers Licence.pdf

MEDICARE CARD OF THE APPLICANT

Where is this?

Document Number

321321321321

[Remove Attachment](#) Medicare.pdf

RECENT UTILITY ACCOUNT OF THE APPLICANT

Where is this?

Document Number

112233112233

[Remove Attachment](#) Utility Bill.pdf

[Next](#)


Add attachments for all three identification documents.

You can attach the following file types:

- PDF
- TIF
- JPEG

If your scan has all three identification documents on one file, you will need to attach the file three times. Then select **Next**.

Confirm Order

 Justice
Registry of Births
Deaths & Marriages

Home Help

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

Use this to access the saved application. ✕

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

Confirm Order

FEES PAYABLE

Type	Quantity	Cost (each)	Total
Birth Certificate - Ordinary	1	\$45.00	\$45.00
Birth - Hand Print Pink Commemorative	1	\$24.00	\$24.00
Registered Mail	1	\$8.00	\$8.00
		Total	\$77.00

TERMS AND CONDITIONS

1. 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. This legislation is available at: www.legislation.nsw.gov.au.
2. 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 the Passports Office, the Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities) and to authorised non-government agencies.
3. To protect your privacy, the Registry requires proof of your identity. In line with the Privacy and Personal Information Protection Act 1998 (NSW), the Registry is collecting this information so that it can determine your eligibility to obtain this certificate, and to prevent fraud.

You will now see the **Confirm Order** screen.

Check to confirm your order is correct.

Terms and Conditions

TERMS AND CONDITIONS

1. 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. This legislation is available at: www.legislation.nsw.gov.au.
2. 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 the Passports Office, the Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities) and to authorised non-government agencies.
3. To protect your privacy, the Registry requires proof of your identity. In line with the Privacy and Personal Information Protection Act 1998 (NSW), the Registry is collecting this information so that it can determine your eligibility to obtain this certificate, and to prevent fraud.
4. By completing this application form 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 and Marriages, law enforcement agencies, the Department of Foreign Affairs and Trade, the Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided to us in making your application. 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.
5. Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (CertValid) or the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.
6. I understand that it may be an offence to give false information in this application.

False Information: 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.

*By clicking on the 'I agree' box and submitting this application I certify that I have read and understood all the information outlined in the declaration above.

☒ I agree

Proceed to Payment

Read the **Terms and Conditions** and then select **I agree**.

Select **Proceed to Payment**.

Payment Details



Payment Details

Fields marked with an asterisk (★) are mandatory.

Click **Next** to proceed to the confirmation page where you can review your payment details.

Order number 9101836201610tg

Payment amount \$77.00 AUD

★ Card holder name

John Citizen

★ Credit card number

42424242424242

★ Expiry date (mm/yy)

01



/ 19



★ Card verification number (CVN)

215

[What's this?](#)



To ensure you do not lose any data, use **Next** to continue.

Cancel

Next >>

You will now see the **Payment Details** screen.

Enter the **Payment Details** and then select **Next>>**

Confirmation



Confirmation

Please confirm your payment details.

Order number 9101836201610tg

Payment amount \$77.00 AUD

Card holder name John Citizen

Credit card number 424242xxxxxx242

Expiry date (mm/yyyy) 01 / 19

Captcha verification code



[Unclear? Generate a new Captcha verification code](#)

Enter Captcha verification code here

49649

To ensure you do not lose any data, use Back to move to the previous screen. When you are ready to make your payment, click Make Payment below.

<< Back

Cancel

Make Payment >>

You will now see the **Confirmation** screen.

Enter the Captcha verification code and select **Make Payment>>**

Online Payment Receipt



Online Payment Receipt

Your payment has been received and the order will be processed shortly. Please refer to www.bdm.nsw.gov.au for current processing times.

For further information regarding your order, please call 13 77 88 and quote:

Receipt number	1016706100
Order number	9101836201610tg
Date	17 Nov 2016 09:24
Payment amount	\$77.00 AUD
Card holder name	John Citizen
Credit card number	424242...242
Expiry date (mm/yy)	01 / 19
Send receipt email to	<input type="text"/>

Send

Print

Finish

If your payment is successful you will see the **Online Payment Receipt** screen.


Note: A Tax Invoice will automatically be sent to your email.

If you wish to receive an Online Payment Receipt by email, enter your email address in the **Send receipt email to** field and then select **Send**.

Select **Finish**.

You have now completed your online form. The Registry will process your request and email you if further information is required.

Summary

 Justice
Registry of Births
Deaths & Marriages

[Home](#) [Help](#)

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B3895340293

[Birth Details](#)
[Applicant Details](#)
[Certificate Order](#)
[Delivery and Payment](#)
[Identification](#)
[Add Attachments](#)
[Confirm Order](#)
Summary

Summary

Online Reference number
B3895340293

Application Type
Birth

Applicant's Name
John Citizen

Date Lodged
2016-11-17 09:29:04

Amount
\$77.00

[View printer friendly application form](#)

STATUS

Type	Quantity	Status
Birth Certificate - Ordinary	1	Submitted
Birth - Hand Print Pink Commemorative	1	Submitted

You will now see the **Summary** screen.

You can print your application form by selecting **View printer friendly application form**.

Printing your application

Once you select **View printer friendly application** you will see this screen. You can either print this page or select **Download PDF**.

The screenshot shows the 'Application for a Birth Certificate' page on the NSW Registry of Births & Marriages website. The page has a blue header with the NSW Government logo and 'Justice Registry of Births Deaths & Marriages'. Below the header is a navigation bar with 'Home' and 'Help'. The main content area is titled 'Application for a Birth Certificate' and includes an 'ONLINE REFERENCE NUMBER B3895340293'. A sidebar on the left lists various sections: Birth Details, Applicant Details, Certificate Order, Delivery and Payment, Identification, Add Attachments, Confirm Order, and Summary. The 'Summary' section is currently selected and displays 'Birth Details'. A 'Download PDF' button is highlighted with a red box, and a red arrow points from the text box on the right to this button. Below the button, a note says '*Please enable popups to download the pdf.' The 'Birth Details' section includes a 'PLACE OF BIRTH' field, a 'Born or Adoption Registered in NSW' field with a 'Yes' selection, a 'Place of Birth in NSW' field with 'Sydney' selected, and a 'DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE' section with 'Family Name at Birth' and 'Citizen' selected. At the bottom left, a small icon indicates a PDF file named 'ApplicationSummary.pdf' is ready for download.

Printing your application

Application for a Birth Certificate ONLINE REFERENCE NUMBER
B3895340293

Summary

Birth Details

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 80.

PLACE OF BIRTH

Born or Adoption Registered in NSW
Yes

Place of Birth in NSW
Sydney

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth
Citizen

First Given Name
John

Other Given Name(s)

Registration Number Known?
No

Date of Birth Known
Yes

ApplicationSummary...pdf

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Once you select **Download PDF**, the file will download and display at the bottom of your screen. Select the file and you will see this screen. You can now print your application form from this screen.