Letter of Authority

giving permission to apply for a certificate

Births Deaths and Marriages Registration Act 1995 (BDMR Act)

Eligibility

If a person is not eligible to apply for and/or collect a certificate, then the Applicant must complete an Authority to give permission to their Authorised Agent. Attach an authority to the Certificate Application. Registry records are confidential and certificates can only be issued to persons who are entitled under the Registry’s Access Policy.

Identity Requirements

You MUST provide proof of identity for yourself and your Authorised Agent. Three documents are required from you and your agent, one of each from categories 1, 2 and 3. If you cannot provide identification from categories 1 and 2, you must still provide at least three forms of identification. At least two of these must be from category 3.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Australian birth certificate</td>
<td>• Australian driver’s Licence (current)</td>
<td>• Medicare card</td>
<td>• Recent utility account with current residential address</td>
</tr>
<tr>
<td>• Citizenship certificate</td>
<td>• Australian passport (current)</td>
<td>• Credit or debit card</td>
<td></td>
</tr>
<tr>
<td>• Immi card</td>
<td>• Firearms licence (current)</td>
<td>• Centrelink or Department of Veterans Affairs Card</td>
<td></td>
</tr>
<tr>
<td>• NZ birth certificate</td>
<td>• Foreign passport</td>
<td>• Security guard/Crowd control licence</td>
<td></td>
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<tr>
<td>• NZ citizenship certificate</td>
<td>• Proof of age card</td>
<td>• Tertiary Education ID Card</td>
<td></td>
</tr>
</tbody>
</table>

Applicant (the registered/entitled person)

Full Name

Date of birth

dd / mm / yyyy

Residential address (PO BOX not accepted)

Daytime telephone number

Email address

I give approval for my Authorised Agent to

☑ make application for a certificate, or
☐ make application for and collect the certificate on my behalf.

Certificate required (e.g. birth, death, marriage)

Signature of applicant


Authorised Agent (nominated to apply for and/or collect the certificate)

Full Name

Date of birth

dd / mm / yyyy

Residential address (PO BOX not accepted)

Daytime telephone number

Email address

Company name (if applicable)

Australian Business Number (if applicable)

Australian Company Number (if applicable)

Signature of Authorised Agent

☐

Date signed

dd / mm / yyyy

Form 065  Letter of Authority  Effective as of 1 July 2019