



# Application for certificate or extract of BIRTH IN QUEENSLAND

Applications can be posted to: Registry of Births, Deaths and Marriages, PO Box 15188, City East Qld 4002; faxed to: (07) 3247 5818 or lodged at: 110 George Street, Brisbane.

I hereby apply for a search and/or  Certificate,  Extract, or  Commemorative Certificate of the Registration of the undermentioned Birth.

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Date of application: \_\_\_/\_\_\_/\_\_\_ Telephone: \_\_\_\_\_

**\*\* You MUST provide proof of identity (see p2). \*\***

## Details of birth required (Please print using BLOCK LETTERS)

Surname:	
First names (in full):	
Date and year of birth: <small>(or years to be searched if date of is unknown)</small>	Present age: _____
Place of birth:	(Queensland)
Father's name (in full):	
Mother's first names and maiden surname:	
Your relationship to the person registered:	If this application relates to a person other than yourself, written authority may be required.
Reason for which certificate is required:	

## CREDIT CARD DETAILS (Credit cards cannot be used over the internet.)

<input type="checkbox"/> Bankcard	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Card number: _____	Expiry date: _____/_____/_____	Amount: \$ _____
Name of cardholder: _____	Signature of cardholder: _____	

- COMMEMORATIVE CERTIFICATE (please tick)
- |                                       |                                  |
|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Queenslander | <input type="checkbox"/> Hunting |
| <input type="checkbox"/> Colonial     | <input type="checkbox"/> Turtle  |
| <input type="checkbox"/> Modern       | <input type="checkbox"/> Snake   |
| <input type="checkbox"/> Welcome      | <input type="checkbox"/> Dugong  |
| <input type="checkbox"/> First Touch  |                                  |

**OFFICE USE ONLY**

Entry no.: \_\_\_\_\_

Amount: \_\_\_\_\_

Certificate  Priority  Misc

Extract  Search  Alterations

Assessor: \_\_\_\_\_

Copy no.(s): \_\_\_\_\_

Date copy produced: \_\_\_\_\_

## APPLICANT'S IDENTIFICATION

Any one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Current Australian Photo Driver's Licence           | <input type="checkbox"/> Current Australian Passport                           |
| <input type="checkbox"/> Current overseas passport with current entry permit | <input type="checkbox"/> Current Defence Force or Police Service photo ID card |

OR Any two of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Current Medicare card  | <input type="checkbox"/> Current credit card, account card, passbook account statement |
| <input type="checkbox"/> Current entitlement card issued by the Commonwealth Government   | <input type="checkbox"/> Current student identity card or statement of enrolment       |
| <input type="checkbox"/> Current document of identity issued by the Passport office   | <input type="checkbox"/> School or educational report, less than 12 months old         |
| <input type="checkbox"/> Naturalisation/citizenship/immigration papers issued by the Department of Immigration and Multicultural Affairs. |  |

## TICK APPROPRIATE BOX/BOXES

- |  |                                  |  |
|--|----------------------------------|--|
| <input type="checkbox"/> Priority service (additional fee) | <input type="checkbox"/> Collect | <input type="checkbox"/> Post (complete section below) |
|--|----------------------------------|--|

(Office use only)

Entry no.: \_\_\_\_\_  
Surname & initials \_\_\_\_\_

## REGISTRY OF BIRTHS, DEATHS AND MARRIAGES

PO Box 15188, City East Qld 4002

Please print name and postal address of person to whom the document is to be posted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

N.B. This document will not be available for collection prior to:

\_\_\_\_\_

Official receipts must be produced when taking delivery of documents.

# IMPORTANT: YOU NEED TO SUPPLY PROOF OF IDENTITY

The Registry of Births, Deaths and Marriages in Brisbane will supply a copy of a birth, death or marriage certificate to appropriate people (normally immediate family members) on request. You will need to prove your identity and pay the appropriate fee. If you are applying on behalf of someone else, you will need their written authorisation as well as proving your and their identity.

How do I prove my identity?

You need to supply documentation that establishes your identity. You must satisfy the requirements of either List 1 or List 2. Please forward photocopies only through the mail.

List 1—send a photocopy of one of the following:

- Current Australian photo driver's license;
- Current Australian passport;
- Current firearms license;
- Current overseas passport with current Australian entry permit;
- Current defence force or police service photo identity card.

OR

List 2—send a photocopy of two of the following:

- Current Medicare card;
- Current credit card, account card, passbook or account statement;
- Current entitlement card issued by the Commonwealth Government;
- Over 18s identity card;
- Current student identity card or statement of enrolment;
- School or other educational report which is less than 12 months old;
- Current document of identity issued by a State Passport Office (the Brisbane Passport Office is located on the 4th Floor, Commonwealth Government Centre, 295 Ann Street, Brisbane QLD 4000, phone: 131232);
- Naturalisation/citizenship/immigration papers issued by the Department of Immigration and Multicultural Affairs.

(Other forms of identification may be accepted, subject to the opinion of the Registrar-General. Write to the Registry at PO Box 15188, City East QLD 4002 or phone (07) 3247 9203.)



## REGISTRY of BIRTHS, DEATHS & MARRIAGES QUEENSLAND

### FEES CURRENT FROM 6 March 2007

Fees payable to the Registry of Births, Deaths and Marriages application in relation to matters set out hereunder.

For every <b>certified copy</b> of an entry	<b>\$25.50</b>
For every <b>certified extract</b> of an entry	<b>\$25.50</b>
For every <b>commemorative certificate</b> of birth (includes certified copy)	<b>\$43.00</b>
For <b>every search</b> in the indexes (or registers) for each event <u>under any one name</u> in respect of a period <b>not exceeding five years</b>	<b>\$16.50</b>
For <b>continuation of search</b> at the same time for each event <u>under any one name</u> for each additional period of five years or part of five years	<b>\$16.50</b>
For giving <b>priority</b> to the issue of a certified copy or extract (in addition to any other fee)	<b>\$19.50</b>
Express Post (in addition to any other fee)	<b>\$4.20</b>
Registered Mail (in addition to any other fee)	<b>\$2.85</b>
Air Mail (in addition to any other fee)	<b>\$1.80</b>
<b>International Registered Post</b> (in addition to any other fee)	<b>\$10.00</b>
Fax to <b>Passport Office</b> only (in addition to any other fee)	<b>\$5.50</b>

**Application to be forwarded to:**

*Registry of Births, Deaths and Marriages  
PO Box 15188, City East, Qld 4002*

**or lodged at:**

*110 George Street, Brisbane*

**Priority Applications - Facsimile No: (07) 3247 5818**