



We respectfully acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of the land and pay respect to their Elders, past and present.

The Registry of Births, Deaths and Marriages Victoria

Application for subsequent registration of a child's parent

Births, Deaths and Marriages Registration Act 1996

The quickest way to apply for subsequent registration of a child's parent is to complete this form online.

Instructions

Who can apply?

You can apply if you are 18 years or over.

The Registry is collecting this information to assess eligibility to amend the birth register. If approved, the details provided on this form will be used to amend the birth register to include the birth father's details and will appear on the child's birth certificate.

If you knowingly make false or misleading representations on the application form, you may be guilty of an offence under Section 53 of the *Births, Deaths and Marriages Registration Act 1996*.

How to complete this application

1. Fill out Parts 1–3

2. Attach required documents

Refer to Part 5 and Requirements below for a list of documents you need. Any copies of original documents must be current and certified (see next section 'How to certify documents').

3. Complete the checklist (Part 10)

4. Pay the relevant fees (Part 7)

5. Lodge your application (Part 11)

Requirements

You must:

- Provide a certified copy of one of the following documents: results of a DNA-based parentage test approved by the National Association of Testing Authorities (NATA); or a court order directing BDM to add the father to the birth certificate.

A paternity test or court order is not required where: the father is named on the birth registration but did not complete his part; or the child is adopted.

- Return the certificate to be corrected if you have it. If the certificate cannot be returned, you are required to complete a statutory declaration setting out the reasons why the certificate cannot be produced. There is a fee for the new certificate if the certificate to be corrected cannot be returned.

If you are an adopted person and you are correcting your original birth certificate, we will work with you to update your records. The updated information will then be reflected on your integrated birth certificate. If you need support, please contact bdmadoptions@justice.vic.gov.au

How to certify documents

When you need to provide copies of documents, you must get them certified. This proves they are true copies of the original.

To certify documents, take both the original documents and a photocopy to someone authorised to certify the copies. This includes legal practitioners, pharmacists, teachers, medical practitioners and Justices of the Peace.

For a full list of authorised certifiers, refer to justice.vic.gov.au/certifiedcopies.

You can also take your original document to a Justice Service Centre for certification.

For locations, visit justice.vic.gov.au/service-locations.

If you are interstate, any authorised witness or Justice of the Peace can certify documents.

Instructions continued

Translated documents

If your documents are not in English, you must also attach a certified translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters.

How long will it take?

Our processing time starts from when we receive your completed application with all required documents and fees (where applicable).

Refer to bdm.vic.gov.au/contact-us/certificate-turnaround-times for current turnaround times.

Part 1: Child's details

Name

Family name (surname)

Family name at birth (surname)

Given name (first name)

Other given name(s) (middle name)

Date of birth

D D M M Y Y Y Y

 / /

Birth registration number (if known)

A child's birth registration number appears on the top right hand corner of their legal birth certificate.

Home address

Street number and name

Suburb/town

State

Postcode

Country

Phone number (if applicable)

Email address (if applicable)

Mailing address (if different from home)

Street number and name

Suburb/town

State

Postcode

Country

Part 2: Mother's details

Mother's details should be completed by the mother named on the birth certificate.

For an adopted person updating an original birth certificate:

If you are applying to add a parent to your original (pre-adoptive) birth certificate, **Mother's details** should be completed by your natural mother.

Name

Family name (surname)

Family name at birth (surname)

Given name (first name)

Other given name(s) (middle name)

Date of birth

D D M M Y Y Y Y

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Place of birth

Suburb/town

State

Country

Home address

Street number and name

Suburb/town

State

Postcode

Country

Phone number

Email address

Mailing address (if different from home)

Street number and name

Suburb/town

State

Postcode

Country

Part 3: Father's details

Father's details should be completed by the father named on the birth certificate.

For an adopted person updating an original birth certificate:

If you are applying to add a parent to your original (pre-adoptive) birth certificate, **Father's details** should be completed by your natural father.

Name

Family name (surname)

Family name at birth (surname)

Given name (first name)

Other given name(s) (middle name)

Date of birth

D D M M Y Y Y Y

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Place of birth

Suburb/town

State

Country

Usual occupation at the time of child's birth

- Position title of current or last occupation held at time of child's birth (e.g. accountant, project manager or teacher).
- This information will appear on the birth certificate.

Does the father identify as Aboriginal and/or Torres Strait Islander?

Aboriginal

Torres Strait Islander

Both

Neither

Home address

Street number and name

Suburb/town

State

Postcode

Country

Phone number

Email address

Mailing address (if different from above)

Street number and name

Suburb/town

State

Postcode

Country

Part 4: Requirements

You must:

- Provide a certified copy of one of the following documents: results of a DNA-based parentage test approved by the National Association of Testing Authorities (NATA); or a court order directing BDM to add the father to the birth certificate.

A paternity test or court order is not required where: the father is named on the birth registration but did not complete his part; or the child is adopted.

- Return the certificate to be corrected if you have it. If the certificate cannot be returned, you are required to complete a statutory declaration setting out the reasons why the certificate cannot be produced. There is a fee for the new certificate if the certificate to be corrected cannot be returned.

If you are an adopted person and you are correcting your original birth certificate, we will work with you to update your records. The updated information will then be reflected on your integrated birth certificate. If you need support, please contact bdmadoptions@justice.vic.gov.au

Part 5: Proof of identity

You must provide certified proof of identity for each parent completing the statement in Part 9 and their child (if 18 or over). You must do this by providing either:

- 2 documents from List 1 below

OR

- any 3 documents from the lists below. Each document must be from a **different** list. All documents must be current.

List 1	List 2	List 3	List 4
<ul style="list-style-type: none">• Australian physical driver or learner permit• Australian passport (current or expired less than 3 years)• ImmiCard (immigration card)	<ul style="list-style-type: none">• Firearms licence• Foreign passport• Security guard / Crowd Control licence• Tertiary education institution ID Card (with photo)• Working with Children Check card	<ul style="list-style-type: none">• Australian birth certificate• Change of name certificate issued in a state of Australia• Australian citizenship certificate• Australian marriage certificate• Medicare card• Visa verification (printed visa status from VEVO)	<ul style="list-style-type: none">• Bank statement (passbook, credit, savings or cheque account)• Centrelink card (Pension Concession, Health Care or Commonwealth Seniors Health Card)• Department of Veterans Affairs Card <p>Documents issued within the last 12 months:</p> <ul style="list-style-type: none">• Utility account (e.g. gas, water, electricity, mobile or home phone)• Lease agreements• Rates notice• Superannuation fund statement

Can't provide the required ID?

If you don't have the required identity documents, please provide what you can. You also need to provide a statutory declaration that outlines why you have provided identity documents that are outside of our standard requirements. The template for statutory declarations is available at justice.vic.gov.au/statdecs.

Part 6: Certifying and submitting your documents

When you need to provide copies of documents, you must get them certified. This proves they are true copies of the original.

- **To certify documents, take both original documents and a photocopy to someone authorised to certify the copies. This includes legal practitioners, pharmacists, teachers, medical practitioners and Justices of the Peace.**

For a full list of authorised certifiers, refer to justice.vic.gov.au/certifiedcopies.

You must mail current certified copies of each identity document.

- The Registry only accepts current certified copies of documents by mail.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

Applying from outside Australia?

If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

Translated Documents

When your documents are not in English, you must also attach a certified translation.

The translator must be accredited by the National Accreditation Authority for Translators and Interpreters.

If you are unable to meet these requirements, please contact the Registry via bdm.vic.gov.au.

Part 7: Application

Application fee

An application fee of \$84.60 must be paid when you submit this form. This fee is non-refundable and does not include a certificate.

Legal birth certificate

A legal birth certificate is a proof of identity document. It is the first step in establishing an identity and is often required for official purposes such as claiming government benefits, enrolling in education, or obtaining a passport.

The fee for a legal birth certificate is \$55.80. Only one legal birth certificate may be ordered with this form.

A free replacement legal birth certificate will be issued if you return the previous version to the Registry with this form. If you do this, you cannot order an additional legal certificate.

Commemorative birth certificates

Commemorative birth certificates are decorative mementos of the birth. Unlike legal birth certificates, they're not a legal document and can't be used for official purposes.

Our commemorative birth certificates have been designed by local artists to celebrate the birth in a unique and lasting way. Each certificate is printed on archival quality paper and fits a standard frame size of 280mm x 355mm (11" x 14"). To see our full range of birth commemorative certificate designs and details, visit bdm.vic.gov.au.

A commemorative birth certificate is not a recognised proof of identity document.

Postage fees – select one postage method			✓
Australia			
Express post (domestic)			\$10.20
Outside Australia			
Express post international			\$55.50

Prices are subject to change.
See fees at bdm.vic.gov.au/fees.

I wish to order the following:

Product	Subtotal
Application fee (excludes a certificate)	\$ 84.60

Product	Cost	Qty	Subtotal
Legal birth certificate*	\$55.80		\$

* If you are an adopted person and have already received an integrated birth certificate, you will need to return it to us. We will then replace it with the corrected version for free.

Product*	1 commemorative certificate & 1 legal certificate	Qty	3 commemorative certificates & 1 legal certificate	Qty	5 commemorative certificates & 1 legal certificate	Qty	Subtotal
AFL Football team _____	\$90.70		\$138.80		\$192.20		\$
Chinese Zodiac – Year of the ____	\$90.70		\$138.80		\$192.20		\$
Victorian Aboriginal	\$90.70		\$138.80		\$192.20		\$
Victorian Birds	\$90.70		\$138.80		\$192.20		\$
Victorian Fauna	\$90.70		\$138.80		\$192.20		\$
Victorian Flora	\$90.70		\$138.80		\$192.20		\$
Rainbow	\$90.70		\$138.80		\$192.20		\$
Australian Blue	\$90.70		\$138.80		\$192.20		\$
Australian Pink	\$90.70		\$138.80		\$192.20		\$
	\$90.70		\$138.80		\$192.20		\$
Total							\$

* Please note, commemorative birth certificates are not available in the format of an integrated birth certificate. For more information on integrated birth certificates, refer to bdm.vic.gov.au/births/adoptions

Part 8: Certificate payment

How do you wish to pay?

Mastercard Visa

Money order Cheque

Make cheques and money orders payable to the Registry of Births, Deaths and Marriages Victoria.

Credit card details

Total (including postage) (\$AUD) .

Card number

Expiry date

M M Y Y

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Name on card

Signature of cardholder

Delivery details

Mail the certificate to:

Name

Street number and name

Suburb/town

State

Postcode

Country

Part 9: Statement

Statement

- I consent to the amendment to the birth record;
- I understand that this application remains the property of the State of Victoria and that the documents submitted as proof of identity may be verified with the issuing agencies;
- I understand that it is an offence under section 53 of the *Births, Deaths and Marriages Registration Act 1996* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

What is this statement for?

This statement is to support an application to:

- Add a parent or father to a birth certificate
- Add a natural parent to an original birth certificate.

In this statement, an 'original birth certificate' means a pre-adoption certificate.

Whose consent is needed?

Each of the following people must consent to the application. If one of them can't consent, provide what you can to support the amendment. For example, this might include a Statutory Declaration explaining why.

A standard legal birth certificate

- The mother
- The father to be added
- The child (if 18 or older)

An original birth certificate

- The natural mother
- The father to be added
- The child (if 18 or older)

Witnesses

Applicant(s) must sign the statement in the presence of a witness.

One person may witness all applicant(s).

A witness must be 18 years or over and not the child, mother or father consenting to the amendment.

Adult child's (18+) details

Adult child's (18+ years) signature

Witness' signature

Date

D D / M M / Y Y Y Y
 / /

Witness' details

Full name

Phone number

Email address

Mother's details

Mother's signature

Witness' signature

Date

D D / M M / Y Y Y Y
 / /

Witness' details

Full name

Phone number

Email address

Part 9: Statement continued

Father's details

Father's signature

Witness' signature

Date

D D M M Y Y Y Y
 / /

Witness' details

Full name

Phone number

Email address

Part 10: Checklist

- The mother, father and their child (if 18 or older) have completed the statement in Part 9 or the application includes one of the following as required:
- A certified copy of **either**: Results of a DNA-based parentage test (paternity test) approved by [National Association of Testing Authorities \(NATA\)](#); or A court order directing BDM to add the father to the birth certificate.
 - Other documents supporting evidence of parentage.
- The mother, father and child (if 18 or over) have each supplied identity documents, or if you can't get everyone's proof of identity provide what you can and a statutory declaration explaining why.
- Certificate to be corrected is being returned. If the certificate cannot be returned, a statutory declaration setting out the reasons why the certificate cannot be produced. There is a fee for the new certificate if the certificate to be corrected cannot be returned.
- If you are an adopted person and you are correcting your original birth certificate, we will work with you to update your records. The updated information will then be reflected on your integrated birth certificate. If you need support, please contact bdmadoptions@justice.vic.gov.au
- Photocopies of all proof of identity documents have been certified by an authorised witness (refer to Part 6 for further details).
- Payment has been included or the credit card payment section has been completed.

Part 11: Lodgement

Submit your form, payment, proof of identity and any supporting documents:

By mail, to:

The Registry of Births, Deaths and Marriages Victoria
GPO Box 4332, Melbourne VIC 3001

Privacy and disclosure of information

The Registry of Births, Deaths and Marriages Victoria is responsible for the administration of the *Births, Deaths and Marriages Registration Act 1996* (the Act) and Regulations 2019.

The information required on this form is collected, used and stored in compliance with the Act, Regulations, and relevant State privacy legislation.

Access to the information may be granted to government and non-government agencies consistent with the Registry's Access Policy and as provided for by law.

Further information about privacy, disclosure of data and how to access or correct a record is available at bdm.vic.gov.au/privacy

The Registry of Births, Deaths and Marriages Victoria

Application enquiries: bdmvictoria@justice.vic.gov.au

Contact us: bdm.vic.gov.au

If you're an adopted person, please contact: bdmadoptions@justice.vic.gov.au

Contact our Marguk-bulok koolin-ik Team (Aboriginal Outreach) at bdm.koori@justice.vic.gov.au



Recognising the significance of life events