Registry of Births, Deaths and Marriages Victoria

# Third party authority form

Births, Deaths and Marriages Registration Act 1996

If you need help from a translator or interpreter to complete this form, please contact the Translating and Interpreting Service (TIS) on 13 14 50. Ask them to contact the Registry of Births, Deaths and Marriages Victoria on 1300 369 367.

Registry records are confidential. We can only issue certificates to people who are entitled under our Access Policy.

**Check Access to Registry records (below) for information about who can give authority.**

If you are not entitled to apply for a certificate, a person who is entitled needs to complete this Authority Form. They need to authorise the release of the certificate.

## ****Authorisation****

|  |  |
| --- | --- |
| **I,** (full name of person giving authority): |       |
| **of** (residential address): |       |
| **hereby give permission for**(full name of the person applying for the certificate – the applicant) |       |
| **of** (applicant’s residential address): |       |

**to apply for a certificate of:**

[ ]  Birth

[ ]  Death

[ ]  Marriage

[ ]  Change of Name

[ ]  Single Status

[ ]  Domestic Relationship

|  |  |
| --- | --- |
| **Relating to**(person(s) named in certificate): |       |

### Signatures

|  |  |
| --- | --- |
| **(1) Signature of the person giving authority:** |       |
| Relationship of the person giving authority to the applicant: |       |
| Telephone number of the person giving authority (business hours): |       |
| Email address of the person giving authority: |       |
| **(2) Signature of the applicant:** |       |

## Privacy and disclosure of information

We collect the information in this form to:

* Determine your eligibility to obtain the requested certificate, and
* Prevent fraud.

This is in line with the Privacy and Data Protection Act 2014.

If you don’t provide all the information, we may not be able to provide you with the certificate.

The information we collect may be used for law enforcement and other uses provided by law. We may grant access for approved purposes to certain government and non-government agencies.

Visit <https://www.bdm.vic.gov.au/> for:

* Our privacy policy
* Further information about:
	+ Privacy
	+ Disclosure of data, and
	+ How to access or correct a record.

## Access to Registry records

BDM’s website sets out who is allowed access to information in the Birth, Death or Marriage Registers.

If you are allowed access, you can give authority.

Refer to these pages on our website:

* [Applying for birth certificates or information](https://www.bdm.vic.gov.au/access/birth-information)
https://www.bdm.vic.gov.au/access/birth-information
* [Applying for marriage and registered relationship certificates or information](https://www.bdm.vic.gov.au/access/marriage-and-registered-relationship-information)
https://www.bdm.vic.gov.au/access/marriage-and-registered-relationship-information
* [Applying for certificates or information about a person who is deceased](https://www.bdm.vic.gov.au/access/death-information)
https://www.bdm.vic.gov.au/access/death-information

## Proof of identity

The applicant must supply proof of identity of:

* Themselves, and
* The person giving authority.

BDM’s website sets out the identity documents you must provide.

Refer to:

* [Proving your identity](https://www.bdm.vic.gov.au/about-us/proving-your-identity)
https://www.bdm.vic.gov.au/about-us/proving-your-identity

## Certifying documents

BDM’s website sets out the requirements for certifying documents. Please check these requirements. The most common cause of delays is **not providing certified identity documents**.

Refer to:

* [Certifying documents](https://www.bdm.vic.gov.au/proving-your-identity/certifying-documents)
https://www.bdm.vic.gov.au/proving-your-identity/certifying-documents

Check **who can certify documents** at <https://www.justice.vic.gov.au/certifiedcopies>.

## Submitting your documents

BDM’s website sets out how to provide the documents.

Refer to:

* [Proving your identity](https://www.bdm.vic.gov.au/about-us/proving-your-identity)
https://www.bdm.vic.gov.au/about-us/proving-your-identity

## Contact us

If you have difficulty meeting these requirements, please contact us: <https://www.bdm.vic.gov.au/>.