# Get a birth certificate

## Information for young people

March 2025

This fact sheet is for young people under 18 years. It will help you learn how to get your birth certificate.

## Your certificate

Your birth certificate is an important document.

You might need your birth certificate to enrol in school or apply for a drivers licence.

Anyone can apply for their own birth certificate.

* Online at [bdm.vic.gov.au](https://www.bdm.vic.gov.au/get-birth-certificate)
* Using a paper form and mailing it to BDM (If you need a paper form, call 132 842)
* In person at a [Justice Service Centre](https://www.justice.vic.gov.au/service-locations).

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/get-birth-certificate | Scan the code to order your birth certificate, or visit[bdm.vic.gov.au/get-birth-certificate](https://www.bdm.vic.gov.au/get-birth-certificate) |

## Getting your birth certificate

There are four steps you will be asked to complete to get your birth certificate.

### 1. Apply

You can apply online or we can give you a paper application form.

The form will ask where you were born and your parent(s)’ names.

If you apply online, you’ll need an email address.

There are some questions you must fill in if you apply online.

This means that you might not be able to apply online if you don’t know all the information.

If you need a paper form, call 132 842.

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/get-birth-certificate | **Scan the code to fill in the online form, or visit**[**bdm.vic.gov.au/get-birth-certificate**](https://www.bdm.vic.gov.au/get-birth-certificate) |

### 2. Prove your identity

You’ll need to prove who you are by providing BDM with your identity documents. This is so we can make sure we are giving your certificate to the right person.

Examples of identity documents include:

* Driver licence or learner permit
* Medicare card
* School identity card
* Immunisation records
* Passport.

Find out about identity documents you can use at [bdm.vic.gov.au/proof-identity](https://www.bdm.vic.gov.au/proof-identity)

If you don’t have identity documents, please contact us. There may be other documents you can use.

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/proof-identity | **Scan the code to learn how to prove your identity, or visit**[**bdm.vic.gov.au/proof-identity**](https://www.bdm.vic.gov.au/proof-identity) |

### 3. Pay for the certificate

You will need to pay for your certificate.

For online applications, we accept credit/ debit card or BPAY.

For paper applications, we accept cheque and money order.

If you can’t afford to pay for the certificate, we may be able to help you. For example, this might be if:

* You are in out-of-home care
* You or your parent/ guardian are experiencing financial hardship, or
* You are experiencing homelessness.

If you’re experiencing hardship, you can ask us not to charge the fee for certain certificates or registrations. This is called a fee waiver.

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/financial-hardship-fee-waiver | Scan to learn more about how we can assist with fees, or visit[bdm.vic.gov.au/financial-hardship-fee-waiver](https://www.bdm.vic.gov.au/financial-hardship-fee-waiver)  |

### 4. Delivery times

This process takes time. We’ll post your certificate to the address you put in your application.

Check our current processing times if you want to know more.

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/certificate-turnaround-times  | **Scan the code to see how long it may take, or visit**[**bdm.vic.gov.au/certificate-turnaround-times**](https://www.bdm.vic.gov.au/certificate-turnaround-times) |

## Need help? Contact us

### Contact us

A Births, Deaths and Marriages team member can explain the process of getting a birth certificate to you. You can talk to us by:

|  |  |
| --- | --- |
| QR code to bdm.vic.gov.au/contact-us | Scanning the codeCalling 132 842 Emailing bdmapplicationmanagement@dgs.vic.gov.au  |

### Contact our Aboriginal and/or Torres Strait Islander services

Our **Marguk-bulok koolin-ik Team** (Aboriginal Outreach) is here to support Aboriginal and/or Torres Strait Islander people access our services. You can contact them by:

|  |  |
| --- | --- |
| QR code to https://www.bdm.vic.gov.au/contact-us | Scanning the code or visiting [bdm.vic.gov.au/contact-us](https://www.bdm.vic.gov.au/contact-us) Calling 0436 528 245 Emailing bdm.koori@dgs.vic.gov.au  |

### Other help

You can also:

* Ask someone you trust to help you apply, or
* Ask your parent(s) or legal guardian(s) to read more about getting a birth certificate at [**bdm.vic.gov.au/get-birth-certificate**](https://www.bdm.vic.gov.au/get-birth-certificate)