

Information for adding a parent's details to a birth registration



Births Deaths and Marriages Registration Act, 1995

Eligibility

This application can only be used to:

- **Add a father's details.** Add the details of a child's biological father to the birth registration, if the birth is registered in NSW. Based on the information provided, the Registry may require a Parentage Testing DNA report or a court order to determine paternity.
OR
- **Add a mother's details.** Add the parent's details to the birth registration of a child whose birth is registered in NSW, if the parent to be added is presumed to be the parent of the child under the provisions of Section 14, *Status of Children Act, 1996*.
- Section 14(1) and (1A) *Status of Children Act, 1996* refers to a parentage presumption in relation to a child born as a result of fertilisation procedures, to a woman who is in a de facto relationship with another woman and the de facto partner consented to the procedure.

Instructions

1. Complete all sections

Use black ink and write in BLOCK letters. All corrections must be signed. Do not use white out.

2. Identification documents (ID)

- To protect your privacy, the Registry requires proof of your identity.
- Each parent must provide at least (3) forms of ID.
- **All photocopies of ID must be certified by an authorised witness** as being true and correct copies of the originals. The following persons can certify your ID.
 - » Justice of the Peace
 - » Notary Public
 - » Legal Practitioner (holding a current Practising Certificate)
 - » A person authorised to administer an oath under section 26 of the *Oaths Act 1900*.

3. Statutory Declarations

One required for each parent. You must complete either:

- » (1a and 1b) "Adding a father's details" **OR**
- » (2a and 2b) "Adding a mother's details" (two women in a same sex relationship).
- An **authorised witness** who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the witness must sight one identity document (original or certified copy), such as an Australian passport, Australian birth certificate, Australian or foreign driver's licence, an Australian Citizenship certificate, a pension card issued by Centrelink, or an Australian Medicare card.
- A copy of a document may be certified as a true copy of the original only by a person (other than the authorised witness) authorised to take and receive statutory declarations.

4. Payment details

The fee for adding parentage details to a birth registration includes the issue of a birth certificate.

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Photocopies of ID must be certified by a authorised witness as true copies of the original (see page 1 “Authorised witness”)

- Each parent must provide at least **three (3) forms of ID**. One form of identification must be from Category 1 and one form of identification must contain your current residential address.
- If your Category 1 document does not include your place of birth, please provide a passport (current or expired), or a full overseas birth certificate.

Category 1

- Australian Birth Certificate
- Certificate of Australian Citizenship
- New Zealand Citizenship certificate together with New Zealand Passport
- New Zealand Birth Certificate

Category 3

- Medicare card
- Credit or debit card
- Centrelink or department of Veteran Affairs Card
- Security/Crowd control Licence
- Tertiary Education Institution ID Card

Category 2

- Australian Driver’s Licence
- Australian Passport
- Firearms licence
- Foreign Passport

Category 4

- Rates Notice
- Lease Agreement
- Recent utility account with current residential address

Lodging an application

- If applying by post, please attach photocopies of ID certified by an authorised witness. The Registry cannot accept faxed applications or faxed ID.
- Please return any original copies of birth certificates or extracts previously issued by the Registry with your application.
- Statutory declaration is to be signed in the presence of an authorised witness.
- Complete all sections including payment details. Incomplete applications will cause delays and may be returned or refused.

How we deal with your information

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *Births, Deaths and Marriages Registration Act 1995* (NSW). The information required on this form is collected under the provisions of this Act and forms the basis for the adding a parent's details to a birth registration. Adding a parent's details to a birth registration is part of the civil records of NSW and is a permanent historical record. However, these records are not available for public scrutiny.

The information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies (including Passports Office, Department of Immigration and Citizenship, and motor vehicle or driver licensing authorities) and to authorised non-government agencies.

To protect your privacy, the Registry requires proof of your identity. In line with the *Privacy and Personal Information Protection Act 1998*, the Registry is collecting this information so that it can determine your eligibility to perform a change of name, to obtain the requested certificate and to prevent fraud.

For more information about the privacy and disclosure of adding a parent's details to a birth registration data or how you may access information after it has been collected by the Registry, please visit our website at www.bdm.nsw.gov.au

Disclosure of information

When you complete this application form, we will assume that you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Citizenship (DIAC), and motor vehicle or driver licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (Certvalid) or the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using Certvalid and/or DVS.

Fees and turnaround times

Refer to our website for fees and turnaround times.

How to lodge this application

Please post your application with your identification and payment to:

NSW Registry of Births Deaths & Marriages
GPO Box 30
Sydney NSW 2001

OR

lodge your application in person at a Registry office.

Registry office locations and hours

Monday to Friday 8.00am – 4.30pm

- 35 Regent Street
Chippendale NSW 2008
- 160 Marsden Street
Parramatta NSW 2150
- 95 Tudor Street
Hamilton NSW 2303
- 2/74 Kembla Street
Wollongong NSW 2500

Language assistance service is available by phoning Translating and Interpreting Service (TIS) on 13 14 50.

Enquiries

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au

Once you have read and understood the information above, proceed with your application by clicking the relevant link below to open a new window.

Add father's details (PDF 180kb)

<http://www.bdm.nsw.gov.au/PDF%20forms/09-add-father-statdec-300512.pdf>

Add mother's details (PDF 120kb)

<http://www.bdm.nsw.gov.au/PDF%20forms/09-add-mother-statdec-300512.pdf>