



Application To Correct An Entry

Births, Deaths and Marriages Registration Act 1995

This application form can be used to correct information in the register kept by the **NSW Registry of Births, Deaths and Marriages**.

If you need to correct the details on a Birth, Death, Marriage or Change of Name Certificate changes may include:

- Adding information that may not have been known at the time of registration;
- Correcting a spelling mistake on the certificate; or
- Modifying information that was incorrectly supplied or omitted.

There are legislative and historical restrictions on which records may be changed and in certain circumstances supporting evidence may be required. To correct records applicants may need to supply identification to verify that they are entitled to correct the records. This application cannot be used to change the child's name or to include the father's details on a birth registration

BIRTH REGISTER: Applications to correct an entry in the register generally can only be made by the parties listed on the certificate. To correct the registration if the person on the certificate is under the age of 18 years, one parent can make the application for amendment - but both recorded parents **should** sign the form. If you are over the age of 18 years you may apply to change your own record. Other parties who wish to correct a record should contact the Registry.

DEATH REGISTER: Applications to correct an entry in the register can only be made by the next-of-kin listed on the certificate, the person who provided the particulars at time of death, or a funeral director. Particulars relating to cause of death can only be changed by the medical practitioner who provided the original information or the Coroner. Other parties who wish to correct a record should contact the Registry.

MARRIAGE REGISTER: Applications to correct an entry in the register can only be made by the parties of the marriage. Other parties who wish to correct a record should contact the Registry.

CHANGE OF NAME: Applications to correct an entry in the register can only be made by the applicant.

IDENTIFICATION

To protect your privacy, the Registry requires proof of your identity.

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3. One form of identification must show your current residential address.

All documents, must be current. Photocopies are accepted.

Category 1	Category 2	Category 3	Category 4
<p>If born in Australia:</p> <ul style="list-style-type: none"> • An Australian Birth Certificate <p>Record of immigration status:</p> <ul style="list-style-type: none"> • Citizenship Certificate • New Zealand Citizenship Certificate together with passport • New Zealand Birth Certificate 	<ul style="list-style-type: none"> • Australian Driver's Licence • Australian Passport • Firearms Licence • Foreign Passport 	<ul style="list-style-type: none"> • Medicare Card • Credit or Debit Card • Centrelink or Department of Veterans Affairs Card • Security Guard/Crowd Control Licence • Tertiary Education Institution ID Card 	<ul style="list-style-type: none"> • Recent utility account with current residential address • Bank statement with current residential address

HOW TO APPLY

Post the completed form with photocopies of relevant identification and evidence to:

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

Tel: 1300 655 236 **TTY: 9354 1371**
www.bdm.nsw.gov.au

or deliver in person to:

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

Office hours: Monday to Friday
8:00am – 4:30pm



Office Use Only		
Registration No.	_____	
Original Certificate Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Error	<input type="checkbox"/> Registry	<input type="checkbox"/> Client

Register to be corrected:

Birth Death Marriage Change of Name

Please provide the following information:

PLEASE USE BLOCK LETTERS

<p>NAME(S) OF APPLICANT MAKING DECLARATION:</p> <p>I/we, _____</p> <p>of _____</p> <p>_____ Postcode _____</p> <p>Daytime Phone No. _____ Other Phone No. _____</p> <p>Your relationship to the person registered _____</p>
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I/we declare that the following error/omission has been noted on the Register and I/we request the Registrar to correct the entry as follows:

INCORRECT INFORMATION	Registration No.
_____	_____
_____	_____
_____	_____

CORRECT INFORMATION (attach copies of evidence)

Name _____ <small>(print)</small>	Name _____ <small>(if applicable)</small>
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Date / / 20 <small>(dd/mm/yyyy)</small>	Date / / 20 <small>(dd/mm/yyyy)</small>
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Signature _____	Signature _____ <small>(if applicable)</small>
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Signature of Witness* _____	Signature of Witness* _____ <small>(if applicable)</small>
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*witness must be 18 years or over.

<p>Return/Replacement of Certificates: I understand that any certificates with the incorrect information must be returned to the Registry under the provisions of Section 59(3)(c) of the Births, Deaths and Marriages Registration Act 1995. If the correction to the register was not due to an error by the Registry, a further certificate may need to be purchased. In cases where the Registry has made the error, a replacement certificate will be issued in exchange for the incorrect certificate.</p>
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<p>Office Use Only</p> <p>Date Amended: / /20 Amending Officer: _____</p>
