



If you require access to a translation or interpreter service to complete this form, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.

Application for a Victorian Single Status Certificate

(No record of marriage)

PART ONE – Your details

1. Family name (surname)

2. Given names

3. Residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

4. Postal address (if different to above)

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

5. Daytime telephone number

6. Email address

7. Whose certificate are you applying for?

My own Someone else's – please specify
(e.g. partner, family member)

8. Reason certificate is required
(e.g. getting married)

PART TWO – Details of person on certificate

9. Family name (surname) at birth

10. Given names

Birth details

11. Date of birth

12. Place of birth

a) Suburb/Town

b) State

c) Postcode

Parent's details

13. Mother's family name at birth (maiden name)

14. Mother's given names

15. Father or parent's family name (surname)

16. Father or parent's given names

PART THREE – Previous Marriages

Has the person named in Part Two been married before: YES No

Date of previous marriage:

D	D	/	M	M	/	Y	Y	Y	Y
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Date of divorce:

D	D	/	M	M	/	Y	Y	Y	Y
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PART FOUR – Certificate payment

I wish to order the following:

Proof of identity required	Price*	Subtotal
Single Status Certificate (No record of marriage)	\$31.00	\$ 31.00
Select ONE delivery method – go to auspost.com.au for details		
Australia		
Standard Post	\$1.00	\$.
Registered Mail (Standard)	\$6.65	\$.
Express Post	\$7.10	\$.
Outside Australia		
Airmail	\$3.00	\$.
Express Post International	\$17.10	\$.
Express Courier International	\$50.00	\$.
Total		\$.

* All prices on this form are subject to change. Current fees may be confirmed at bdm.vic.gov.au/fees

How do you wish to pay?

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- If paying by credit card, please complete the Credit Card Payment Slip on page 3.

Credit card EFTPOS card Bank cheque Money order

PART FIVE – Declaration

I certify that I have read and understood the declaration below:

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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You must provide proof of your identity when you apply for a single status certificate.

If this certificate relates to an adult person other than yourself, you must also provide:

- Written consent or authority from that person or from a person authorised under the Access Policy.
- Three forms of identification from that person, one from each list below.

You need to provide one document from each list

LIST 1 Evidence of link between photo and signature

- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

LIST 2 Evidence of operating in the community

- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate issued by the Victorian Registry
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans' Affairs card
- Working with Children Check card

LIST 3 Evidence of current residential address

- Australian driver licence (or learner permit)
- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Current lease or tenancy agreement
- Superannuation fund statement

All applicants please note:


- All documents must be current
- If you cannot provide an identity document from List 1 you must provide two from List 2 and one from List 3
- Your List 3 document must show your current residential address
- A List 1 document can also be used as a List 3 document if it shows your current residential address
- Bank statements, utility accounts, rates notices or superannuation fund statements must have been issued within the last 12 months
- If you submit printed online bank, superannuation or utility statements they must contain an official company letterhead or be stamped and approved by the bank, superannuation fund or utility company.

Under 18 years?

If you are unable to submit all three identity documents, a List 2 document can be a:

- Medicare card showing your name
- Current school report card or exam certificate.

Certifying and submitting your documents



How to certify your identity documents

1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your original documents and the photocopies to a police station and ask either a sworn member of police or a Justice of the Peace located in the station to certify them.

Submitting in person?

If you are attending the Registry's Customer Service Centre, bring the original identity documents with you. If you are submitting your application at a Justice Service Centre (JSC), bring both the original documents and photocopies of the original documents so that they can be certified. To find your nearest JSC, visit bdm.vic.gov.au/jsc

Submitting by mail?

You must mail certified photocopies of each identity document.

Note

- Do not send original identity documents by mail. These can only be used if you submit your identity documents in person.
- The Registry does not accept identity documents sent via fax or email.
- 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 Victoria?

If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

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.

If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

If you are unable to meet these requirements please contact the Registry via bdm.vic.gov.au or on 1300 369 367.

Credit Card Payment Slip

Card type Visa MasterCard Total \$.

Name on card

Card number Expiry date / /

Signature of cardholder

Submit your form, payment, proof of identity (if required) and any supporting documents:

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 5220, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Justice Service Centre (JSC).
Ground floor, 595 Collins St, Melbourne To find your nearest JSC go to bdm.vic.gov.au/jsc
For opening hours go to bdm.vic.gov.au

Checklist

- I have supplied identity documents from all three lists.
- I have signed the declaration on the second page.
- I have had photocopies of my proof of identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

If applying for a certificate of someone else other than my own:

- I have supplied the required proof of identity documents both for myself and the person whose certificate I am applying for.
- I have supplied the required authority and documents.

Privacy

In line with the *Privacy and Data Protection Act 2014*, the Registry is collecting information in this form to determine your eligibility to obtain the requested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at bdm.vic.gov.au

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.

Victorian Registry of Births, Deaths and Marriages

bdm.vic.gov.au

Application enquiries vicbdm@justice.vic.gov.au

General enquiries 1300 369 367



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**Births
Deaths
Marriages**
VICTORIA

