

## Who can Apply

### Birth Certificates

Are only available to the registered person, parents, children, non-parental legal custodians / guardians (documentary evidence required) or their current marital spouse.

### Existing Change of Name / Deed Poll Certificates

Are only available to the registered person or their parents / legal custodians / guardians (documentary evidence required) if the child is less than 18 years.

This service is only available in the OCBA Adelaide office.

### Death Certificates

Are only available to the current spouse, parents, children and non-parental legal custodians / guardians (documentary evidence required).

### Marriage Certificates

Are only available to the registered persons or children of the marriage.

### Family History

If a birth registration is over 75 years, a death registration over 25 years, or a marriage registration over 60 years, any person may apply.

Persons other than those mentioned above may apply for a certificate if they have written authorisation from an eligible party and upon production of identification from that person as well as themselves.

## Fees

Current fees should be displayed at the Post Office, or can be obtained from the Registration Office.

The fee covers a search of a ten-year period (or part thereof). Please provide as much information as possible with your application, as incorrect or insufficient information may result in a 'No Record' finding, with a further fee payable to search again with added details.

This form may be used to apply for interstate certificates, however please note that fees and identification requirements are different for each State / Territory.

Contact information for interstate Registries can be obtained from the Registration Office or the Post Office.

## How to Apply

You may apply for a certificate:

### Online at

[www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

Payment only by credit card.

### By post

By completing this form and sending it with a copy of your identification and a cheque or money order (payable to Births, Deaths and Marriages) or your credit card details to the Births, Deaths and Marriages Registration Office, GPO Box 1351, Adelaide SA 5001.

**DX 225 Ph 8204 9599**

### Paying in person

Payment can be made in person at:

Office of Consumer and Business Affairs

#### **Births, Deaths and Marriages Registration Office**

Level 2, Chesser House, 91-97 Grenfell St  
Adelaide SA 5000

Office of Consumer and Business Affairs

#### **Berri Regional Office**

30 Kay Avenue  
Berri SA 5343

#### **Service SA customer service centres in:**

Gawler, Kadina, Mount Gambier, Murray Bridge, Naracoorte,  
Port Augusta, Port Lincoln, Port Pirie and Whyalla.



Government of South Australia

Office of Consumer and  
Business Affairs



## Birth, Death, Marriage or Change of Name Certificate

Application  
for an existing  
Certificate

Births, Deaths and Marriages  
Registration Office  
South Australia



## Applicant's Details

Your name	
Residential address	postcode
Postal address	postcode
Reason for certificate (e.g. passport)	Signature
Relationship to registered person (e.g. self, mother)	Telephone no.

If you knowingly make a false or misleading representation on this application form, you may be guilty of an offence under section 51 of the Births, Deaths and Marriages Registration Act 1996.

## Applicant's Identification

For South Australian applications, attach a copy of the following to your application:

**ONE** of the following (showing photo and current name, address and signature):

**OR**

**TWO** of the following (one must show current name and address and one must show signature):

Current Australian driver's licence  
Proof of age card

Passport  
Current Australian Firearms Licence  
Centrelink or health care card  
Pension / seniors card  
Credit / direct debit card  
bank statement

Department of Veterans' Affairs card  
Business and Occupational Services licence  
Defence force / police service ID card  
Electricity / gas / other utilities account  
Telephone / mobile Account

Please contact the Births, Deaths and Marriages Registration Office for additional identification examples if you have none of the above.

Please **DO NOT** send originals of documents of identification

## Service and Delivery

- Normal service** (processed within 3 working days)  
 **Priority service** (priority fee payable - processed within 1/2 hour for BDM counter applications; or express posted within 1 day for postal applications)

- I will **collect** the certificate  
 Please **post** the certificate

## Payment Details

Please debit \$	from my	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
Card number			Expiry date
Name of cardholder	Signature of cardholder		
Name of bank / credit union	<b>or</b> Enclosed is a <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order for \$		

## Birth Certificate or an Existing Change of Name Certificate

Surname at birth	Surname at present
Given names	
Present age	Date of birth / / If date unknown, 10 year period to search: (from) / / (to) / /
Place of birth (town/city)	(state)
Father's full name	
Mother's full name (at birth)	

## Death Certificate

Surname	Given names
Age at death	Date of death / / If date unknown, 10 year period to search: (from) / / (to) / /
Place of death (town/city)	(state)
Name of funeral director (if death within last 6 months)	

## Marriage Certificate

Groom's surname	Given names
Bride's surname (before marriage)	Given names
Date of marriage / / If date unknown, 10 year period to search: (from) / / (to) / /	
Place of marriage (town/city)	(state)