

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.

To register a Change of Name, please contact the Births, Deaths and Marriages registration office in Adelaide.

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 are on our website at www.cbs.sa.gov.au, displayed at the Post Office or can be obtained from Births, Deaths and Marriages.

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.

How to Apply

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 Births, Deaths and Marriages, Service SA or the Post Office.

You may apply for a certificate:

Online at

www.cbs.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.**

Phone 131 882

Paying in person

Payment can be made in person at:

Consumer and Business Services

Births, Deaths and Marriages Registration Office

Level 2, Chesser House, 91-97 Grenfell St

Adelaide SA 5000

Service SA customer service centres in:

Berri	Port Lincoln
Gawler	Port Pirie
Kadina	Whyalla
Mount Gambier	
Murray Bridge	
Naracoorte	
Port Augusta	

www.cbs.sa.gov.au



Government of South Australia
Consumer and Business Services



Birth, Death, Marriage or Change of Name Certificate

Application
for an existing
Certificate

Births, Deaths and Marriages
Registration Office
South Australia

Your checklist

Check the following to avoid delays:

- Can you apply?** - you as **applicant** should read 'who can apply' to determine if you can obtain certificate of the **registered** person.
- Applicant's details** - complete in full.
- Current ID** - ensure you provide correct type of ID.
- Fees** - ensure payment details are completed correctly and in full.

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*):

- Current Australian driver's licence
- Proof of age card

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

- Passport
- Current Australian Firearms Licence
- Centrelink or health care card
- Pension / seniors card
- Credit / direct debit **OR** 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.

Normal service (processed within 5 working days)

Priority service *Priority available for registered events only*
(priority fee payable – processed within 1/2 hour if lodged at BDM counter, 91-97 Grenfell St, or express posted within 1 day for all other application)

I will **collect** the certificate available only at BDM (91-97 Grenfell St)

Please **post** certificate

Surname	Given names
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.

<input type="checkbox"/> Birth Certificate or an	<input type="checkbox"/> Existing Change of Name Certificate (not available at Service SA)	QTY.
Surname at birth	Surname at present	
Given names	Place of birth (town/city) (State)	
Present age	Date of birth / / If date unknown, 10 year period search: (from) / / (to) / /	
Father's full name		
Mother's full name (at birth)		

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

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

Payment details Enclosed is a cheque/money order payable to Births, Deaths and Marriages Registration Office, for amount \$ **OR**

Name of cardholder	Please debit \$
Signature of cardholder	

from my Visa MasterCard Other (please specify) _____ Expiry date /

Card number CVV No