Section 50 search application

Certificate entitlement

Under Section 50 of the *Births, Deaths and Marriages Registration Act 1995*, the executor, administrator or trustee of the estate
of a deceased person may apply for a certificate certifying whether or not the deceased person is recorded as being a parent of any children.

All legal practitioners who apply must provide:

- A letter on company letterhead stating the reason required ("legal" is not sufficient; a specific reason is needed i.e. probate, estate administration, etc), together with the name of the client for whom the solicitor is acting.
- The letter must be accompanied by a completed application form, and a copy of your Law Society ID card or practising certificate.
- The legal practitioner's name must be written in the applicant's details section. Payment must be made with a company or trust cheque, or company credit card.

If you are not a legal practitioner but are the administrator or trustee of the estate, you must provide at least three forms of your ID from the proof of identification list with your application and confirmation that you are the administrator or trustee of the estate (see below).

Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1

If born in Australia:
- An Australian birth certificate

Record of immigration status:
- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

Category 3

- Medicare card
- Centrelink or Department of Veterans Affairs card
- Security guard/Crowd control licence
- Tertiary education institution ID card

Category 4

- Recent utility account with current residential address (issued within last three months)

Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our Access Policy and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our Privacy Collection Notice, available at https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice.

Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

Online
You can complete this online at www.nsw.gov.au/bdm

Lodging by post
GPO Box 30
SYDNEY NSW 2001

Lodging in person
Service NSW service centres
https://www.service.nsw.gov.au

Phone: 13 77 88
- Monday to Friday (7am-7pm)
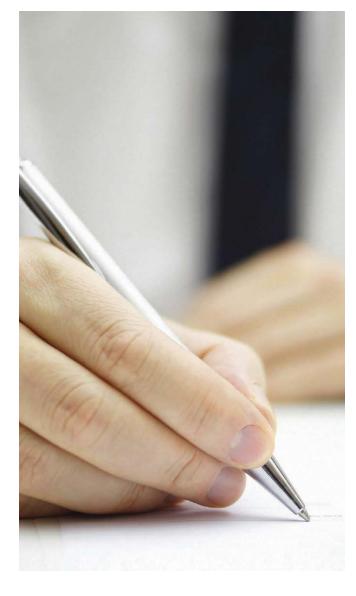
Hearing/Speech impaired, phone:
- TTY 133 677
- NRS 1300 555 727

Translating and Interpreting, phone:
- TIS National 131 450

Registry of Births Deaths & Marriages

Section 50 search application

Births Deaths and Marriages Registration Act 1995   ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.

NSW

You can complete this application online at: www.nsw.gov.au/bdm

PRINT clearly in BLACK pen and complete all details.

Do you require Priority processing of your application?   Yes   Fee applies, see website for details.   International Registered Post

Full name of client   *(the person you are conducting the search for)*

Reason certificate is required   Client's relationship to the deceased

Applicant's details (details of person completing this form). **Please provide copies of three forms of current identification with your application**

Family name

First given name   Other given name/s

Company name
(If applicable)   Company reference number
                                                           (If applicable)

Current address   Suburb/Town

State/Territory   Postcode   Country

Postal address
(if different from above)   Suburb/Town

State/Territory   Postcode   Country

Contact number   Email address

Signature
of applicant

I have read and understand all the instructions in this document including the information about privacy. I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

Details of search required

Date of death   Male ☐ Female ☐ Age at death   Period of residence in Australia

Period to be searched: From   To   *(Note, each extra 10 year search or part thereof incurs a cost).*

Family name
(at time of death)   Family name at birth

First given name   Other given name(s)   Date of birth

Former names used

Family name   First given name   Other given name(s)

Family name   First given name   Other given name(s)

Family name   First given name   Other given name(s)

Details of marriage *(If more than 3 marriages, please attach a separate list)*

Date of marriage 1   Full name of spouse 1

Date of marriage 2   Full name of spouse 2

Date of marriage 3   Full name of spouse 3

Details of children *(If more than 4 children, please attach a separate list)*

Full name of child   Age   Full name of child   Age

Full name of child   Age   Full name of child   Age

Payment details (complete this section for mail applications only). Please refer to www.nsw.gov.au/bdm for fees.

Total Amount $ Please debit my: AMEX ☐   Mastercard ☐   Visa ☐   OR Enclosed is a cheque*/money order ☐

Card number   *Make cheques payable to *NSW Department
                                                          of Customer Service (non Priority only)

Name of
cardholder   Expiry date

Signature
of cardholder   A surcharge applies to credit card payments at the
                                       rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.

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