

Adding a parent's details to a birth registration

Births Deaths and Marriages Registration Act 1995 (BDMR Act)

Eligibility

To apply to add a parent to a birth registration, the birth must be registered in NSW.

Option 1: Add a father

To add a father to the birth registration:

- The Registry can add a biological father to the birth registration when both biological parents apply, or in some circumstances when one parent applies.
- The Registry may require a Parentage Testing DNA report or a court order to confirm paternity.
- The Registry can also add a father to the birth registration for a child born as a result of a fertilisation procedure, if the parents were in a married or de facto relationship at the time of the procedure, and the father gave consent.

Option 2: Add a mother as the other parent

To add a mother to the birth registration for a child born as a result of a fertilisation procedure:

- There must have been a married or de facto relationship at the time of the procedure, and
- The other woman must have consented to the procedure.

Identification

Each parent must provide at least three forms of ID.

- One form of ID must confirm current residential address.
- One form of ID must confirm place of birth.
- *If you are born outside NSW and unable to confirm your place of birth with any of the documents at right, please provide an expired passport or a foreign birth certificate.*

Original ID can be certified by one of the following:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- *Registry or Service NSW staff*

Statutory Declaration

A person authorised to witness a statutory declaration is a:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- *Person authorised to administer an oath under s.26 of the Oaths Act 1900*

Category 1

Australian birth certificate
 Australian Citizenship certificate
 New Zealand Citizenship certificate together with New Zealand passport
 New Zealand birth certificate

Category 2

Australian or foreign passport
 Australian driver's licence
 Australian firearms licence
 Photo card issued by a government agency

Category 3

Medicare card
 Private health care card
 Centrelink card
 Australian Department of Veteran's Affairs card
 Australian security guard licence or crowd control licence
 Student or tertiary identity card

Category 4

Utility account (electricity, gas, water)
 Rates notice
 Current tenancy or lease agreement
 Superannuation fund statement

PO boxes and bank statements are NOT accepted.

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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>.

Checklist

Birth mother to supply

- Completed & signed statutory declaration
- ID certified by an authorised witness
- Returned all original birth certificates of the child
- Relevant court orders (if any)
- DNA tests (if any)
- Completed payment details

Other parent to supply

- Completed & signed statutory declaration
- ID certified by an authorised witness
- Evidence of place of birth
- Returned all original birth certificates of the child
- Relevant court orders (if any)
- DNA tests (if any)

Options to lodge

You can complete this fillable form on your computer by typing in responses for each field.

By post

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

Do not mail originals of your ID. Attach clear copies certified by an authorised witness (see page 1).

In person

Service NSW Service Centre

Find locations at: www.service.nsw.gov.au

- Bring your original identification to be certified.

Enquiries

Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

- NRS: 1300 555 727 (*Speech/hearing impaired*)
- TIS: 131 450 (*Translating/interpreting service*)

www.nsw.gov.au/bdm

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Statutory declaration

This statutory declaration should be completed by the person requesting the parent's details to be added to the child's birth registration. Please initial all corrections. Do not use white out.

Warning

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *Births, Deaths and Marriages Registration Act 1995*.

A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar's powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

It is also an offence under Part 5A of the Crimes Act 1900 to provide false or misleading information or documents.

Child's details

Family name

Given names

Date of birth

Sex: Male Female

Place of birth

Parent's details to be added

Family name

Family name
(at their own birth)

Given names

Indicate how the parent will be recorded on the certificate. (Tick one box only)

Father Mother Parent

Date of birth

Age at birth of child

Place of birth

(Provide evidence as per page 1)

Usual occupation

(at time of the child's birth)

Main tasks

(e.g. office work)

Is the parent to be added of Aboriginal or Torres Strait Islander origin? (Tick one box only)

Aboriginal origin

Torres Strait Islander origin

Both Aboriginal and Torres Strait Islander origin

Neither

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Marriage details (if parents are married)

Please include a copy of your marriage certificate if you were not married in NSW.

Date of marriage

Place of marriage

Suburb/Town/City

State/Territory

Reasons for amendment

Provide full reasons why the other parent's details were not included at the time of the child's birth.
You may provide documentary evidence to substantiate your claim.

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Birth mother's declaration

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for adding a parent's details to a birth registration.
- I have read and understand all the information and instructions in this document including the information about privacy.
- I hereby solemnly and sincerely declare that I have read all the information contained in this document, and I request the Registrar to include the details of the other parent with the information provided on my child's birth registration.
- The information I have provided is true and correct.

Your current full name

Current residential address

Suburb/Town/City

Country

Daytime contact number

Email address

Signature of declarant

Date signed

Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness must sight one identity document (original or certified copy).

I certify the following matters concerning the making of this statutory declaration by the person who made it:

*[*cross out any text that does not apply]*

- *I saw the face of the person OR
- *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- *I have known the person for at least 12 months OR
- *I confirmed the person's identity using an identification document and the document I relied on was:
(describe document relied on)

Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of authorised witness

Date signed

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Other parent's declaration

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Name of authorised witness

Qualification of authorised witness

Phone number

Email address

Signature of authorised witness

Date signed

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Select certificate type and quantity you wish to receive – e.g. '1' Standard birth certificate

Standard birth certificate/s *(For fees, see our website)*

Commemorative birth certificate/s *(optional)*

If you would like commemorative/s please provide description below e.g. 1 x 'Fauna'

e.g. 1 Fauna and 1 NRL Sharks

Applicant details *(Details of person completing this application)*

Family name

Given name/s

Address

Suburb/Town/City

State/Territory

Postcode

Country

Postal Address
(if different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Phone number

Email address

Signature
of applicant

International Registered Post

Child's details

Date of birth

Present age

Family name

Given name(s)

Place of birth
(Suburb/Town/City)

Payment details *(For fees, see our website)*

**Cheques payable to NSW Department of Customer Service*

Total Amount \$

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

Card number

Cardholder's name

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.