

Certificate entitlement

This application form can only be used if the death occurred in NSW. If you are the next of kin named on the death certificate, i.e. spouse (married/defacto/same sex defacto), parent or child of the deceased, the death certificate can be issued to you. If you are a relative not listed on the certificate, the certificate can be issued to you if the deceased had no living spouse, children or parents.

- **If you DO meet the above criteria**, you must provide:
Three forms of your own ID (see below).
- **If you DON'T meet the above criteria**, you must provide: A Letter of Authority (available at: www.nsw.gov.au/bdm) giving permission from the next-of-kin. Please include their address, phone number and signature.
- Three forms of ID from the next-of-kin (see below).
- Three forms of your own ID (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



Phone: 13 77 88
Monday to Friday (7am-7pm)



Lodging by post
GPO Box 30
SYDNEY NSW 2001



Hearing/Speech impaired, phone:
TTY 133 677 • NRS 1300 555 727



Lodging in person
Service NSW service centres
service.nsw.gov.au



Translating and Interpreting, phone:
TIS National 131 450

Death certificate application



Death certificate application

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



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

Please specify the quantity you wish to receive e.g.

Standard death certificate

Reason certificate is required
(e.g. probate, executor)

Your relationship to the deceased
(e.g. son, mother, executor)

Applicant's details (details of person completing this form). Please provide copies of 3 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)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery Address
(If different from above)

Suburb/Town/City

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 death certificate required

Date of death*

Age at death

Registration number
(if known)

*If date unknown, period to be searched:
(Note: Each extra 10 year search or part thereof incurs a cost)

From

To

Names of registered person

Family name
of deceased

Family name at birth

First given name

Other given name/s

Place of death
(Suburb/Town/City)

Spouse details

Family name
(Current)

Family name at birth

First given name

Other given name/s

Parent 1 details

Family name
(Current)

Family name at birth

First given name

Other given name/s

Parent 2 details

Family name
(Current)

Family name at birth

First given name

Other given name/s

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.