



We respectfully acknowledge Aboriginal and Torres Strait Islander people as the traditional custodians of the land and pay respect to their Elders, past and present.

## The Registry of Births, Deaths and Marriages Victoria

*Births, Deaths and Marriages Registration Act 1996*

# Application for Recognised details certificate Child born outside Victoria

## INSTRUCTIONS

<b>Who can apply?</b>	<p>Parents or guardians can apply for a certificate. You can apply if the child:</p> <ul style="list-style-type: none"> <li>• Is under 18 years</li> <li>• Was born outside Victoria, Australia (overseas or interstate)</li> <li>• Has lived in Victoria for at least 12 months OR has a court order waiving this requirement</li> <li>• Has not changed their recorded sex in the last 12 months.</li> </ul>
<b>Consent of parents</b>	<p>In most cases, both parents named on the child's birth certificate must apply.</p> <p>One parent can apply if:</p> <ul style="list-style-type: none"> <li>• They are the only parent named on the child's birth certificate</li> <li>• The other parent has died</li> <li>• They have a court order approving the change.</li> </ul>
<b>How to complete this application</b>	<ol style="list-style-type: none"> <li><b>1. Fill out PARTS 1–4</b></li> <li><b>2. Fill out Part 5 with the child (PART 5)</b></li> <li><b>3. Sign the statutory declaration in front of an authorised witness (PARTS 6–7)</b></li> <li><b>4. Get an authorised person to complete the supporting statement (PART 8)</b></li> </ol> <p><i>Not required if you can attach:</i></p> <p><i>a current certificate issued under a law of another Australian state or territory that relates to the recognition of the child's sex</i></p> <p><i>OR</i></p> <p><i>a County Court order stating that the change is in the child's best interests</i></p> <ol style="list-style-type: none"> <li><b>5. Attach required documents</b></li> </ol> <p>See PART 9 for a list of documents you need. Any copies of original documents must be certified (see next section How to certify documents)</p> <ol style="list-style-type: none"> <li><b>6. Pay the relevant fees (PART 11)</b></li> <li><b>7. Lodge your application</b></li> </ol> <p>See the back of this form for details.</p>
<b>How to certify documents</b>	<p>If you need to provide copies of documents, you must get them certified. This proves they are true copies of the original.</p> <ul style="list-style-type: none"> <li>• To certify documents, take both the original documents and a photocopy to someone authorised to certify the copies. This includes legal practitioners, pharmacists, teachers, medical practitioners and Justices of the Peace.</li> </ul> <p>For a full list of authorised certifiers, see <a href="http://justice.vic.gov.au/certifiedcopies">justice.vic.gov.au/certifiedcopies</a>. You can also take your original document to a Justice Service Centre for certification <a href="http://www.justice.vic.gov.au/service-locations">http://www.justice.vic.gov.au/service-locations</a>.</p> <p>If you are interstate, any Justice of the Peace can certify documents.</p>
<b>Translated documents</b>	<p>If your documents are not in English, you must also attach a certified translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters.</p>
<b>How long will it take?</b>	<p>Our processing times start from when we receive your application with all required documents.</p> <p>See <a href="https://www.bdm.vic.gov.au/certificate-turnaround-times">https://www.bdm.vic.gov.au/certificate-turnaround-times</a> for turnaround times</p>

# PART 1: CHILD

## Child's name

Write name as recorded on your child's birth certificate.

Child's family name (surname)

Child's given name (first name)

Other given name(s) (middle name)

## Name at birth (if different from above)

Family name (surname) at birth

Given name (first name) at birth

Other given name(s) (middle name) at birth

## Changing the child's name

Change of name is a separate process.

### How to change the child's name as well as their record of sex

Child born **overseas**:

- Complete a change of name application (in addition to this application)
- Lodge both applications together
- You only pay one application fee. We will waive the change of name application fee.
- We will only waive this fee if the applications are submitted together.

Child born **interstate**:

- We recommend you change the child's name first
- You must apply to change the child's name in the state or territory of their birth.

For more information on change of name, see <https://www.bdm.vic.gov.au/change-a-name>

## Child's date of birth

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What sex was assigned to the child when they were born?

## Child's home address

Street number and name

Suburb/town

State

Postcode

Country

## Child's place of birth

Suburb, town, province or region of birth

State of birth

Country of birth

Is the child detained in a youth justice facility?

No, they are not detained

Yes, they are detained

If yes – you must attach a certified copy of the approval from the Secretary of the Department of Justice and Community Safety. It is an offence to apply without this approval.

## PART 2: PARENT 1 OR GUARDIAN 1

Relationship to the child:

Parent  Mother  Father  Guardian

**Guardians:** If the permanent care order or other court order lists two guardians, both must apply. Guardians must attach a certified copy of the permanent care order or other court order.

Family name (surname) of parent or guardian 1

Given name (first name)

Other given name(s) (middle name)

### Your contact details

Phone number

Email address

### Your home address

Same as child in PART 1

Street number and name

Suburb/town

State

Postcode

Country

### Parent 1 to complete

Are both parents applying?

Yes – both parents are applying – Go to PART 3

No – one parent is applying – Go to next question

Are you the only parent on the child's birth certificate?

Yes, I am the only parent on the child's birth certificate – Go to PART 4

No, there are two parents on the birth certificate

#### Documents you must attach:

- If the other parent has died: A certified copy of the death certificate if the death was outside Victoria
- If the other parent is alive: A court order that supports changing the child's record of sex
- Go to PART 4.

## PART 3: PARENT 2 OR GUARDIAN 2

Relationship to the child:

Parent  Mother  Father  Guardian

Family name (surname) of parent or guardian 2

Given name (first name)

Other given name(s) (middle names)

### Your contact details

Phone number

Email address

### Your home address

Same as parent/guardian 1  
(if ticked, you do not need to fill out the address details)

Street number and name

Suburb/town

State

Postcode

Country

## PART 4: CHILD'S NEW RECORD OF SEX

What does the child want their new record of sex to be?

BDM accepts most sex descriptors. However, there are some the law doesn't allow. This may include descriptors that are:

- Obscene or offensive
- Impractical (for example, it is too long or contains symbols)
- Restricted for other reasons (for example, it is chosen for an improper purpose).

## PART 5: CHILD'S CONSENT

If the child is 12 years or older, please ask the child to consent to this application by signing below. Children under 12 can also choose to sign below.

I (full name)

consent to my record of sex being changed to:

as nominated in this application.

Child's signature

Date

D D    M M    Y Y Y Y  
 /  /

# PART 6: PARENT 1/GUARDIAN 1 STATUTORY DECLARATION

## Instructions

1. Complete the Declaration section below. **Don't** sign it yet.
2. Find a person authorised to witness a statutory declaration. Ask them to fill out the 'Witness details' section.
3. You must say aloud, in front of the witness:  
"I, [full name] of [address], declare that the contents of this statutory declaration are true and correct."
4. Sign the declaration in front of the witness.

## Declaration

I (full name)

of (address)

and (occupation)

make the following statutory declaration under the *Oaths and Affirmations Act 2018*:

- The child's birth is registered in a place other than Victoria
- The child is living, and has lived for at least 12 months, mainly in Victoria, or I have attached a court order waiving this requirement
- The child consents to their record of sex being changed to the one nominated in this application
- I believe the change of record of sex is in the child's best interests
- The child has not been issued a recognised details certificate that changes their record of sex in the last 12 months.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

## Parent/Guardian signature

Signature of person making the declaration (in the presence of a qualified witness)

Declared at (place)

In the State of Victoria on (date)

D D M M Y Y Y Y  
  /   /

## Witness signature

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration.

Date

D D M M Y Y Y Y  
  /   /

## Witness details

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

## Personal or professional address (of witness)

Street number and name

Suburb/town

State

Postcode

Country

Phone number

Email address

Qualification of witness

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

# PART 7: PARENT 2/GUARDIAN 2 STATUTORY DECLARATION

## Instructions

1. Complete the Declaration section below. **Don't** sign it yet.
2. Find a person authorised to witness a statutory declaration. Ask them to fill out the 'Witness details' section.
3. You must say aloud, in front of the witness:  
"I, [full name] of [address], declare that the contents of this statutory declaration are true and correct."
4. Sign the declaration in front of the witness.

## Declaration

I (full name)

of (address)

and (occupation)

make the following statutory declaration under the *Oaths and Affirmations Act 2018*:

- The child's birth is registered in a place other than Victoria
- The child is living, and has lived for at least 12 months, mainly in Victoria, or I have attached a court order waiving this requirement
- The child consents to their record of sex being changed to the one nominated in this application
- I believe the change of record of sex is in the child's best interests
- The child has not been issued a recognised details certificate that changes their record of sex in the last 12 months.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

## Parent/Guardian signature

Signature of person making the declaration (in the presence of a qualified witness)

Declared at (place)

In the State of Victoria on (date)

D D M M Y Y Y Y  
  /   /

## Witness signature

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration.

Date

D D M M Y Y Y Y  
  /   /

## Witness details

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

## Personal or professional address (of witness)

Street number and name

Suburb/town

State

Postcode

Country

Phone number

Email address

Qualification of witness

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

## PART 8: SUPPORTING STATEMENT

You do not need a supporting statement if you are attaching a current certificate issued under a law of another Australian state or territory that relates to the recognition of the child's sex OR a County Court order stating that the change is in the child's best interests.

To be completed by a person authorised to make a supporting statement.

For more information on completing a supporting statement see <https://www.bdm.vic.gov.au/changes-and-corrections/guidance-for-completing-a-supporting-statement>

### Your details

To be an authorised person, you must be one of the following:

- I am an adult who has known the child for at least 12 months (who is not their parent or guardian)
- I am a doctor
- I am a psychologist

Registration number (if doctor or psychologist)

Family name (surname)

Given name (first name)

Phone number

Email address

Date of birth

D D / M M / Y Y Y Y

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### Is this change in the child's best interests?

Consider the child's views, autonomy, identity, well-being, and rights to health and education in assessing their best interests.

In my opinion, the change of the child's record of sex is in the child's best interests.

- Yes
- No

### Can the child consent?

Complete this question if the child is under the age of 16

Do you think the child:

- Understands what it means to change the record of sex on their birth certificate and how it will affect them?  
You may be able to gauge the child's understanding by asking the child to explain in their language (be it verbal or other) what it means to have the record of sex on their birth certificate changed and its impact on them
- Can communicate consent?  
The child should be able to communicate their decision and the reasons for their decision.

Children will understand and communicate their decision in different ways.

In my opinion, the child has the capacity to consent to the change of their record of sex.

- Yes
- No

### Why do you support the child changing their record of sex?

Explain briefly why you support this application. You can attach supporting documents.

Signed

Date

D D / M M / Y Y Y Y

 /  /

## PART 9: DOCUMENTS YOU NEED

If applying **in person**: Bring original documents.

If **mailing** your application: Attach photocopies certified by an authorised certifier (see front of this form for details).

### Proof you are the child's parent

Your child's overseas or interstate birth certificate

### Proof the child lives in Victoria

At least one of the following in this list:

- Confirmation of school attendance for the last 12 months** (letter on school letterhead or academic results)
- Bank statements – 12 months** (must show recent Victorian transactions)

If your child is not at school, each parent must prove they live in Victoria (joint material is acceptable)

- Utility accounts (electricity, gas, water) – covering at least the last 12 months**
- Lease or tenancy agreements – covering at least the last 12 months**
- Bank statements – covering at least the last 12 months (must show recent Victorian transactions)**

### Additional documents (if required):

- If the child is detained in a Youth Justice Facility: Approval from the Secretary of the Department of Justice and Community Safety**
- If a guardian is applying: Permanent care order or other court order**
- If parent 2 has died: A death certificate (if the death was outside Victoria)**
- If parent 2 does not consent (and is on the child's birth certificate): A court order supporting the change**
- If the child has lived in Victoria for less than 12 months: A County Court order waiving the 12-month residency requirement**
- If the supporting statement has not been completed: A current certificate issued under a law of another Australian state or territory that relates to the recognition of the child's sex OR a County Court order stating the change is in the child's best interests.**

### Proof of identity for each Parent/Guardian:

Each parent/guardian must provide:

- 2 documents from **List 1** below

**OR**

- Any 3 documents from the lists below. Each document must be from a **different** list.

List 1	List 2	List 3	List 4
<p>Current documents:</p> <ul style="list-style-type: none"> <li>• Australian driver licence or learner permit</li> <li>• Australian passport</li> <li>• ImmiCard (immigration card)</li> </ul>	<p>Current documents:</p> <ul style="list-style-type: none"> <li>• Firearms licence</li> <li>• Foreign passport</li> <li>• Security guard / Crowd Control licence</li> <li>• Tertiary education institution ID Card (with Photo)</li> <li>• Working with Children Check card</li> </ul>	<p>Current documents:</p> <ul style="list-style-type: none"> <li>• Australian birth certificate</li> <li>• Australian change of name certificate</li> <li>• Australian citizenship certificate</li> <li>• Australian marriage certificate</li> <li>• Medicare card</li> <li>• Visa verification</li> </ul>	<p>Current documents:</p> <ul style="list-style-type: none"> <li>• Bank statement (passbook, credit, savings or cheque account)</li> <li>• Centrelink card (Pension Concession, Health Care or Commonwealth Seniors Health Card)</li> <li>• Credit or debit card</li> <li>• Department of Veterans Affairs Card</li> </ul> <p>Documents issued <b>within the last 12 months</b>:</p> <ul style="list-style-type: none"> <li>• Utility account (e.g. gas, water, electricity, mobile or home phone)</li> <li>• Lease agreements</li> <li>• Rates notice</li> <li>• Superannuation fund statement</li> </ul>

### Can't provide the required ID?

If you don't have the required identity documents, please contact us on 1300 369 367.

## PART 10: RECOGNISED DETAILS CERTIFICATE

Your application fee includes a recognised details certificate. A recognised details certificate is not a recognised proof of identity document. It can't be used for official purposes.

## PART 11: PAYMENT

Product	Cost	Total
<b>Application fee</b> <i>Includes a recognised details certificate</i> <i>Sent via the postage method you choose</i>	\$110.60	\$110.60
<b>Change record of sex + change of name lodged together</b>		
<i>Note, if you submit a change of sex application with a change of name application, you will be eligible for a waiver of the change of name application fee.</i>		
<b>Waive change of name application fee</b>	<input type="checkbox"/>	
<b>Postage (see postage fees table)</b>		\$
Prices are subject to change See fees at <a href="http://www.bdm.vic.gov.au/fees">http://www.bdm.vic.gov.au/fees</a>	<b>Total</b>	\$

Postage fees – select one postage method	
<b>Australia</b>	
Express post (Domestic)	\$10.00
Collect from Ground Floor, 595 Collins Street, Melbourne 3000	FREE
<b>Outside Australia</b>	
Express Post International	\$54.10

### How do you wish to pay?

**Pay in Person** – No cash  
 – Eftpos/Debit/Credit cards accepted

**MasterCard**     **Visa**

**Money order**     **Cheque**

Make cheques and money orders payable to the Registry of Births, Deaths and Marriages Victoria.

### Credit card details

**Note. Do not complete this if you are lodging your application via email – we will contact you by phone for payment**

AUD Total \$  .

Card number

Expiry date

M M    Y Y

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Name on card



Signature of cardholder

### Mail the certificate to:

Parent/guardian 1 address, as already provided

Other mailing address – provide details below

Street number and name



Suburb/town



State

Postcode

Country

## PART 12: CHECKLIST

- I / We have nominated the child's sex descriptor in PART 4
- I / We have signed the statutory declaration in PARTS 6–7 in the presence of an authorised witness
- The supporting statement in PART 8 has been completed and signed
- I / We have supplied all required documents listed in PART 9
- I have included payment or completed the credit card section, PART 11
- If applying by mail: All documents photocopied have been certified by a person authorised to certify documents

## PART 13: LODGEMENT

Submit this application form, payment and all required documents (if applicable):

**By mail, to:**

The Registry of Births,  
Deaths and Marriages Victoria  
GPO Box 4332, Melbourne VIC 3001

**In person**

Ground floor, 595 Collins Street, Melbourne  
Opening hours: Mon – Fri 8–4pm  
Or  
Justice Service Centre (JSC)  
To find your nearest JSC, go to <http://www.bdm.vic.gov.au/jsc>

### Privacy and disclosure of information

The information required on this form is collected, used and stored in compliance with the *Births, Deaths and Marriages Registration Act 1996* and relevant State and Commonwealth privacy legislation. Access to the information may be granted to government and non-government agencies consistent with the Registry's Access policy and as provided for by law.

Further information about privacy, disclosure of data and how to access or correct a record is available at <http://www.bdm.vic.gov.au>.

### Enquiries

Application enquiries: [bdmcorrections@justice.vic.gov.au](mailto:bdmcorrections@justice.vic.gov.au)

General enquiries: 1300 369 367

Mon–Fri 8–4pm excluding public holidays.

<http://www.bdm.vic.gov.au>