



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 Adult born outside Victoria

## INSTRUCTIONS

<b>Who can apply?</b>	<p>An adult can apply for a certificate. You can apply if you:</p> <ul style="list-style-type: none"><li>• Are 18 years or over</li><li>• Were born outside Victoria, Australia (overseas or interstate)</li><li>• Have lived in Victoria for at least 12 months</li><li>• Have not changed your recorded sex in the last 12 months.</li></ul>
<b>How to complete this application</b>	<ol style="list-style-type: none"><li><b>1. Fill out PARTS 1–2</b></li><li><b>2. Sign the statutory declaration in front of an authorised witness (PART 3)</b></li><li><b>3. Get an authorised person to complete the supporting statement (PART 4)</b> Not required if you can attach a current certificate issued under a law of another Australian state or territory that relates to the recognition of your sex</li><li><b>4. Attach required documents</b> See PART 5 for a list of documents you need. Any copies of original documents must be certified (see next section How to certify documents)</li><li><b>5. Pay the relevant fees (PART 7)</b></li><li><b>6. Lodge your application</b> See the back of this form for details.</li></ol>
<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 current turnaround times.</p>

# PART 1: YOUR DETAILS

## Current name

Write name as recorded on your birth certificate.

Family name (surname)

Given name (first name)

Other given name(s) (middle name)

## Previous names

Have you previously changed your name or used any other names in the past?

For example, maiden name, previous married name, anglicised name

No, my name hasn't changed since I was born

Yes, my name was changed – you must provide details below of each name used

## Name at birth (if different from current name)

Family name (surname) at birth

Given name (first name) at birth

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

List all other previous names

## Changing your name

Change of name is a separate process.

How to change your name as well as your record of sex

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.

Born **interstate:**

- We recommend you change your name first
- You must apply to change your name in the state or territory of your birth.

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

## Date of birth

D D / M M / Y Y Y Y

What sex was assigned to you when you were born?

## Your contact details

Phone number

Email address

## Your home address

Street number and name

Suburb/town

State

Postcode

Country

## Your place of birth

Suburb, town (province or region of birth)

State of birth

Country of birth

Are you a prisoner, parolee, detained in a youth justice facility, a registrable offender or subject to a supervision order?

No

Yes – you must attach a certified copy of the approval from the relevant authority.

For more information on who the relevant authority is see <https://www.bdm.vic.gov.au/changes-and-corrections/certificates-and-registrations-for-offenders>

## PART 2: YOUR NEW RECORD OF SEX

What do you want your 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 3: 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*:

- My birth was registered in a place other than Victoria
- I live, and have lived for at least 12 months, mainly in Victoria
- I believe my sex to be the one nominated in this application
- I have not been issued a recognised details certificate that changes my 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.

### Applicant 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)

## PART 3: STATUTORY DECLARATION continued

### 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 4: 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 your sex.*

To be completed by an adult who has known you for at least 12 months.

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

Family name (surname) of the supporting person

Given name (first name) of the supporting person

In my opinion, the person making this application for a recognised details certificate is doing so in good faith

Yes

No

I support this application for a recognised details certificate

Yes

No

### Signature of the supporting person

Signed

Date

D D / M M / Y Y Y Y  
 /  /

## PART 5: 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 live in Victoria

At least one of the following in this list:

- 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 you are a prisoner, parolee, detained in a youth justice facility, a registrable offender or subject to a supervision order:** Approval from the relevant authority.
- 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 your sex.

### Proof of your identity:

- 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 6: 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 7: 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

 / 

Name on card



Signature of cardholder

### Mail the certificate to:

- My home address in Part 1**
- Other mailing address – provide details below**

Street number and name



Suburb/town



State

Postcode

Country

## PART 8: CHECKLIST

- I have nominated a sex descriptor in PART 2
- I have signed the statutory declaration in PART 3 in the presence of an authorised witness
- The supporting statement in PART 4 has been completed and signed
- I have supplied all required documents listed in PART 5
- I have included payment or completed the credit card section in PART 7
- If applying by mail: All documents photocopied have been certified by a person authorised to certify documents

## PART 9: 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>