

## 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:

- 1 Three (3) copies of your own identification (see below).

### If you DO NOT meet the above criteria, you must provide:

- 1 A letter giving permission from the next of kin. Please include their address, daytime telephone number and signature.
- 2 Three (3) copies of identification from the next of kin (see below).
- 3 Three (3) copies of your own identification (see below).

## Identification

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

All documents except foreign passports must be current.

Category 1	Category 3
<p><b>If born in Australia:</b></p> <ul style="list-style-type: none"><li>▪ An Australian birth certificate</li></ul> <p><b>Record of immigration status:</b></p> <ul style="list-style-type: none"><li>▪ Citizenship certificate</li><li>▪ New Zealand citizenship certificate</li><li>▪ New Zealand birth certificate</li></ul>	<ul style="list-style-type: none"><li>▪ Medicare card</li><li>▪ Credit or debit card</li><li>▪ Centrelink or Department of Veterans Affairs card</li><li>▪ Security guard/ Crowd control licence</li><li>▪ Tertiary education Institution ID card</li></ul>
Category 2	Category 4
<ul style="list-style-type: none"><li>▪ Australian driver's licence</li><li>▪ Australian passport</li><li>▪ Firearms licence</li><li>▪ Foreign passport</li><li>▪ Proof of age card</li></ul>	<ul style="list-style-type: none"><li>▪ Recent utility account with current residential address</li></ul>

## Your right to privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

## Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Border Protection (DIBP), and motor vehicle or driver licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Lodging by post	Lodging in person
<p>GPO Box 30 SYDNEY NSW 2001</p>	<p>To find a Registry office, visit: <b><a href="http://www.bdm.nsw.gov.au">www.bdm.nsw.gov.au</a></b></p> <p>To find a Service NSW centre, visit: <b><a href="http://www.service.nsw.gov.au">www.service.nsw.gov.au</a></b></p> <p><b>Phone: 13 77 88 NRS: 1300 555 727</b></p>



# Death Certificate Application



**Registry of Births  
Deaths & Marriages**  
Attorney General & Justice

# Death Certificate Application

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

**Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee.**

See separate 'Fees for Products and Services' flyer.

**Please PRINT clearly in BLACK pen. Start at the left. Please complete all details.**

Is your application urgent? Yes  No

**Please specify the quantity you wish to receive**

Standard death certificate (Qty) \_\_\_\_\_  International Express Post

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	<input type="checkbox"/> I certify that I understand the provisions overpage on <b>Identification, Privacy &amp; Disclosure</b> and that the information I have provided is true and correct.		

## DETAILS OF DEATH CERTIFICATE REQUIRED

Date of death*	/ /	Age at death		Registration number (If known)	/
*If date unknown, period to be searched: From	/ /	To	/ /		

(Note, each extra 10 year search or part thereof incurs a cost)

### 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). For schedule of fees, see Fees for Product and Services flyer.

Enclosed is a cheque*/ money order for \$	.	OR please debit my: AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	\$	.
Card number				
Name of cardholder	Expiry date	/		
Signature of cardholder	*Cheques payable to the <b>NSW Registry of Births Deaths &amp; Marriages</b> Personal/company cheques are not accepted for urgent applications.			

OFFICE USE ONLY

Identification

Date Issued



Registry of Births  
Deaths & Marriages  
Attorney General & Justice