Registry of Births, Deaths and Marriages Victoria

# Application for fee waiver

Aboriginal and/or Torres Strait Islander prisoners

Use this form to apply to the Registrar of Birth, Deaths and Marriages Victoria to waive a fee.

The Registrar may waive the fee for a standard birth certificate.

Use this form if:

* You are an adult (over 18); and
* You were born in Victoria; and
* You are currently on remand or in prison; and
* You are Aboriginal and/or Torres Strait Islander.

## How to apply

To request a fee waiver:

1. Fill out the certificate application form.

You must apply for the certificate using a paper form. These are available from your Assessment and Transitional Coordinator.

1. Fill out the relevant form below
2. Provide the evidence listed below
3. Attach the form and evidence to your application.

## Application

|  |  |
| --- | --- |
| I [full name] |  |
| of [address of prison] |  |

1. I acknowledge that this application will be assessed under the Financial Hardship and Fee Waiver Policy.
2. I am applying to the Registrar to waive the fee for a standard birth certificate and confirm that:

## Condition 1: adult (over 18)

### Evidence required

If your birth was registered with the Registry of Births, Deaths and Marriages Victoria (BDM), you do not need to provide evidence

## Condition 2: born in Victoria

### Evidence required

If your birth was registered with BDM, you do not need to provide evidence

## Condition 3: Currently on remand or in prison

I am on remand or in prison

### Evidence required

I have attached both:

A ‘Certificate of authority form’ which includes:

* My prisoner ID number
* My consent for the prison to manage the application on my behalf

**and**

A letter signed by the Assessment and Transition Coordinator (or interstate equivalent) confirming:

* My prisoner details; and
* The purpose for requiring the certificate.

## Condition 4: Aboriginal and/or Torres Strait Islander

I am:

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Mob/tribe (if known):

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

## What happens next

1. The Registrar will assess your eligibility under the Registry’s:
   * Access policy
   * Financial hardship and fee waiver policy.

These are available at <https://www.bdm.vic.gov.au/about-us/financial-hardship-and-fee-waiver>.

1. We may contact you to clarify the information you have provided.

The Registrar may refuse applications that do not meet these requirements.

1. If your request is:
   * **Approved**, we will process your application. You won’t have to pay the fee.
   * **Declined**, we will let you know the reasons. You will have to pay the normal fee to get the certificate or register the event.

We collect and use personal information only for administration purposes. We will not disclose it except where authorised by law. We manage this information in accordance with the Privacy and Data Protection Act 2014 (Victoria).