

Helping your Aboriginal client apply for a birth certificate

Births, Deaths and Marriages Victoria



Help your client apply

This guide is for organisations supporting Aboriginal Victorians who are experiencing disadvantage.

1

Was your client born in Victoria?

If **yes**: proceed. BDM can issue certificates for births in Victoria only.

If **no**: contact the Registry of the state or territory in which they were born. If you cannot contact the relevant Registry, email bdm.koori@justice.vic.gov.au and we can help.

2

Apply for a birth certificate

You can either:

- apply online at bdm.vic.gov.au. Note the order number in case you need to follow up with us; or
- request a paper or emailed form by emailing bdm.koori@justice.vic.gov.au.

If you want us to waive the fee for your client's certificate, you'll need to complete a paper form. Fee waiver applications are not available online.

3

Provide certified proof of identity documents

Refer to:

- bdm.vic.gov.au/proving-your-identity, or
- email bdm.koori@justice.vic.gov.au if you require information about our proof of identity exceptions. All identity documents **must be certified copies and current, or dated within the last 12 months**. Check the rules about who can certify documents at justice.vic.gov.au/certifiedcopies.



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



We value diversity and equality, and are committed to the inclusion of lesbian, gay, bisexual, trans and gender diverse, and intersex Victorians and their families.

4

Complete the fee waiver form

Print, sign and attach the fee waiver form, if applicable.

Download a copy at bdm.vic.gov.au/about-us/financial-hardship-and-fee-waiver.

5

Submit the application to BDM

You can assist your client to submit their application by one of the following methods:

- online at bdm.vic.gov.au
- by post (Registry of Births, Deaths and Marriages Victoria, GPO Box 4332, MELBOURNE VIC 3001), or
- by emailing bdm.koori@justice.vic.gov.au. In the subject line, reference 'assisting an Aboriginal community member or client'. This helps us manage these enquiries.

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Document checklist

Remember to provide all documents at the same time (with the application).

- ✓ The application form.
- ✓ Plus, if applying for fee waiver:
 - fee waiver form
 - any evidence required to support the fee waiver application
- ✓ Certified and current identity documents as set out below.
- ✓ Any statutory declarations or other documents set out below.

Guarantor-assisted application

Use when your client does not have enough proof of identity for their application.

What to provide

- Any proof of identity your client has that outlines their name (refer to our proof of identity exception policy for guidance)
- Your proof of identity (refer to our standard proof of identity requirements).
- A statutory declaration from both you and your client outlining:
 - how you know each other
 - how long you have known each other
 - why they need the birth certificate.

Check out who can witness statutory declarations at justice.vic.gov.au/statdecs.

If you've already provided this information as part of a fee waiver application, you don't need to do another statutory declaration. However, your client must still provide their own statutory declaration.

If there is an issue with the documentation provided, BDM will contact you to discuss further and work with you to get the information you need.

Third party assisted application

Use when your client:

- has enough proof of identity, and
- gives you authority to apply on their behalf.

What to provide

- your client's proof of identity
- your proof of identity (refer to our standard proof of identity requirements)
- plus, either:
 - our third party authority form, or
 - a letter that outlines your client's consent for you to access their birth certificate.

Download the third party authority form at bdm.vic.gov.au/about-us/legislation-policies-and-practices/third-party-authority.

General assistance

Use when your client has enough proof of identity.

What to provide

- Certified proof of identity documents.

For more information, see bdm.vic.gov.au/proving-your-identity

You can generally assist with:

- completing the application form
- collecting and certifying their proof of identity
- submitting the application to BDM.

Contact us

We are here to help. If in doubt, contact us to discuss. It's important you have the right information.

- Email bdm.koori@justice.vic.gov.au.
- In the subject line, please mention 'assisting an Aboriginal community member or client'. This helps us manage these enquiries.