Registry of Births, Deaths and Marriages Victoria

Application for fee waiver – Child

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 legal certificate
* Registering a Victorian life event.

Use this form if the application relates to a child (under 18 years of age) and:

* The cost of a legal certificate is a significant hardship for you; or
* You or the child has limited access to funds and the child is in one of the following situations:
* Are a survivor of family violence, homeless or a refugee
* You have experienced financial loss due to a natural disaster where you and the child live
* In a Youth Justice custodial facility in Victoria
* On a Youth Justice Community order or subject to a Children’s Court Youth Diversion order
* Under a guardianship order or permanent care order
* In an out-of-home care arrangement
* in an informal Kinship care arrangement.

You will need to provide evidence of your circumstances, as outlined below.

# How to apply

To request a fee waiver:

1. Apply for the certificate and/or registration using a paper application form. These are available at Justice Service Centres or BDM’s Registry Service Centre
2. Fill out this form, print and sign it
3. Attach this form to your application.
4. Attach the evidence outlined below

# Application

|  |  |
| --- | --- |
| I [full name] |       |
| of [address] |       |
| am applying for [child’s full name] |       |

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 as the cost is a significant hardship for:

## Low income

[ ]  Myself/a child on a low income and have limited access to funds.

### Evidence of low income

A certified copy of either my current

* Centrelink Health Care Card; or
* Centrelink Pension Concession Card; or
* Disability Support Pension Card

## Family violence

[ ]  Myself/a child who is a survivor of family violence and have limited access to funds.

### Evidence of family violence

A letter on official letterhead confirming these details, from either a:

* Recognised government agency; or
* A community or outreach organisation.

## Homelessness

[ ]  Myself/a child experiencing homelessness and have limited access to funds.

### Evidence of homelessness

A letter on official letterhead confirming homelessness from either a:

* Recognised government agency; or
* A community or outreach organisation.

## Refugee status

[ ]  Myself/a child who is a refugee and have limited access to funds.

### Evidence of refugee status

A letter on official letterhead confirming my/the child’s refugee status, from either a:

* Recognised government agency; or
* A community or outreach organisation.

## Natural disaster

[ ]  Myself/a child who is experiencing financial loss due to a natural disaster where I live.

### Evidence of natural disaster

A letter on official letterhead, confirming my loss from either:

* The body coordinating the response to the declared natural disaster; or
* A Registry of Births, Deaths and Marriages, in another state or territory, that is providing help to the disaster area.

## In custody

[ ]  Myself/a child in a Youth Justice custodial facility in Victoria and have limited access to funds.

### Evidence of being in custody

A letter on official letterhead from my/the child’s Youth Justice case manager confirming this care or supervision.

## Community or Diversion order

[ ]  Myself/a child on a Youth Justice Community order or subject to a Children’s Court Youth Diversion order and have limited access to funds.

### Evidence of court order

A letter on official letterhead from my/ the child’s Youth Justice case manager or coordinator confirming these details.

## Guardianship or permanent care order

[ ]  A child that I am the carer for under a guardianship order or permanent care order and I have limited access to funds.

### Evidence of guardianship or care order

A relevant care order confirming these details.

## Official out-of-home care

[ ]  A child I am responsible for, in an official caring capacity, in an out-of-home care arrangement and I have limited access to funds.

### Evidence of out-of-home care

A relevant care order confirming these details.

## Kinship care

[ ]  A child that I am the carer for under kinship care and I have limited access to funds.

### Evidence of kinship care

A statutory declaration explaining the events that resulted in the informal care arrangement.

The statutory declaration must include:

* Why the parent/s are unable to exercise their parental responsibility
* Why the caring arrangement is in place
* When the caring arrangement started
* The time period of the caring arrangement
* The length of time the child is estimated to be in the carer’s care
* The names that the child is known by in the community.

A letter from one of the following professionals who knows the family well, who can:

* Guarantee the information on the statutory declaration is correct
* Confirm the full-time care arrangement; and
* Confirm the length of the caring arrangement.

Examples of professionals are:

* General practitioner
* Aboriginal Community Controlled Organisation (ACCO)
* Victorian Aboriginal Child Care Agency (VACCA)
* A staff member from a sports organisation
* Case worker.

The child is:

[ ]  Aboriginal;

[ ]  Torres Strait Islander

[ ]  Both Aboriginal and Torres Strait Islander

Mob/tribe (if known):

[ ]  None of the above

We ask whether the child is Aboriginal and/or Torres Strait Islander so that we can understand community needs. It helps us plan future services.

|  |  |
| --- | --- |
| 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).