

Birth certificates for people experiencing homelessness

Births, Deaths and Marriages Victoria
February 2022

Help your client apply

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.

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
- **Apply by post.** Request a paper application form by emailing bdmapplicationmanagement@justice.vic.gov.au

In the subject line, mention 'assisting a client who is experiencing homelessness'. This helps us manage these enquiries so that you get information you need.

If you want us to waive the fee for your client's certificate, you'll need to complete a [fee waiver application form](#).

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



The Department of Justice and Community Safety acknowledges Aboriginal and Torres Strait Islander people as the traditional custodians of the land and acknowledges and pays respect to their Elders, past and present.



The Registry of Births, Deaths and Marriages Victoria values diversity and equality, and is committed to the inclusion of lesbian, gay, bisexual, trans and gender diverse, and intersex Victorians and their families.

3 Provide certified proof of identity documents

For information about:

- Identity documents, refer to bdm.vic.gov.au/about-us/proving-your-identity
- Our proof of identity exceptions, email us at bdmapplicationmanagement@justice.vic.gov.au

All identity documents must be:

- Certified copies. Check the rules about who can certify documents at justice.vic.gov.au/statdecs
- Current, or dated within the last 12 months.

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

If you're applying online, upload the documents with your application.

If you're applying by post, enclose them with your application.

Refer to document checklist below.

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
 - A letter on official letterhead confirming homelessness, from either:
 - A Government agency; or
 - A recognised community or outreach organisation.
- ✓ Certified and current identity documents as set out below
- ✓ Any statutory declarations or other documents set out below.

Extra documents you need to provide will depend on the way you're supporting your client:

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 already gave us this 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 a problem with the documents provided, We will 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 bdmapplicationmanagement@justice.vic.gov.au
- In the subject line, mention assisting a client who is experiencing homelessness. This helps us manage these enquiries.