

# To do: Register your baby within 60 days

It's online and it's free.

The hospital doesn't do this for you.



## How to register

Registering a birth takes about 30 minutes.

<b>Step 1</b>	Once you've decided on the baby's name, gather the information in the checklist below. For information about Victoria's most popular baby names and naming restrictions, visit <a href="https://bdm.vic.gov.au/names">bdm.vic.gov.au/names</a>	<b>You need to register your baby to get a birth certificate</b> <a href="https://bdm.vic.gov.au/baby">bdm.vic.gov.au/baby</a>
<b>Step 2</b>	Create a user account by visiting <a href="https://bdm.vic.gov.au/baby">bdm.vic.gov.au/baby</a> You will need your own email address. Please fill out your section of the online form as 'Parent 1'. We will ask for details about yourself, your baby, and the second parent ('Parent 2')*. You must nominate a second parent ('Parent 2'), if known. They must have a separate email address to yours. They must complete their section separately (see Step 4). Each parent needs to provide their own details and email address. Otherwise, there may be delays.	
<b>Step 3</b>	Review the information you've provided. You can make changes if you need. If everything is correct, choose 'next'. You can choose to buy a birth certificate now, or at a later date (after the birth has been registered). Please read and complete the declaration.	
<b>Step 4</b>	We will then email the second parent (if it's safe* and possible to do this). Please tell them to look out for it. They need to follow the link in the email to complete their details. Once they've completed their section, this completes the registration!	

## Checklist

### Your baby's details, including:

- ☐ date and place (suburb) of birth
- ☐ full name and sex
- ☐ birth weight in grams
- ☐ hospital name (or details of the doctor or midwife present if the birth didn't occur in a hospital).

### Parent details, including:

- ☐ contact details of each parent\*, including a **separate email address for each parent**
- ☐ both parents' full names and place of birth
- ☐ occupation of both parents
- ☐ any previous children of either parent.

## \* Safety concerns (such as family violence)

We take privacy and safety very seriously. The birth registration process takes this into account.

If you can't let the other parent know your address due to fears for your safety or wellbeing, you can either:

- ask us to contact them on your behalf, or
- tell us that we should not contact the other parent.

You can still complete this process online (you will be asked about safety concerns). For each option, you will need to provide evidence that your safety or wellbeing is at risk.

If you need further advice or help, visit [bdm.vic.gov.au/baby](https://bdm.vic.gov.au/baby) or email us at [bdmbirths@justice.vic.gov.au](mailto:bdmbirths@justice.vic.gov.au)

## Birth certificates

Ordering a birth certificate is optional. You can order one now or later.

A birth certificate helps you and your child to access important services:

- government services and payments
- school
- a passport
- a driver's licence and tax file number (when they're older).

You can register your baby, and order and pay for a standard (legal) birth certificate at the same time. You can also order birth certificates later.

There is a fee for birth certificates. You'll need to pay by credit or debit card, PayPal or BPay.

If you order later, you'll also need to prove your identity.

### Commemorative certificates

You can purchase an additional commemorative birth certificate — there are lots of designs to choose from! Each certificate is printed on archival-quality paper, and fits a standard frame size of 280x355mm (11"x14").



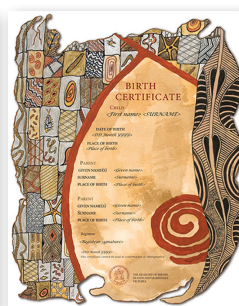
All 18 AFL clubs



Chinese Zodiac



Rainbow



Victorian Aboriginal



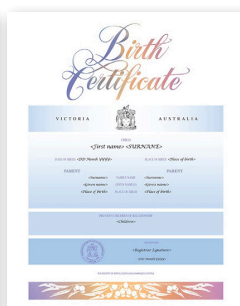
Victorian Birds



Victorian Fauna



Victorian Flora



Australian Blue



Australian Pink

Commemorative certificates are designed as a keepsake or gift to acknowledge a birth. **You cannot use these as legal proof of identity documents.** To prove your child's identity, you need a standard (legal) birth certificate.

### If you need help

Email us at [bdbmbirths@justice.vic.gov.au](mailto:bdbmbirths@justice.vic.gov.au) — we're happy to help.

### Help in other languages

This information is available in other languages at [bdm.vic.gov.au](http://bdm.vic.gov.au)

If you need to use the Translating and Interpreting Service, email your request to [bdbmbirths@justice.vic.gov.au](mailto:bdbmbirths@justice.vic.gov.au). Please include your name and phone number.

We will contact you using the Translating and Interpreting Service.

© State of Victoria

