

Application for a Victorian Death Certificate

Instructions. Please use **blue** or **black** ink and **BLOCK** letters.

Office use only

\$

CC	MO	CQ	NF	EX	RM
C	NC	IP	NP	DP	FH

PART ONE - Your details

1. Which certificate do you require?

- Standard Death Certificate
 Abridged Death Certificate
 Historical Certificate
 Uncertified (historical) image

2. Surname (family name)

3. Given name(s)

4. Residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

5. Postal address (if different to above)

a) Street no. and name or P.O. Box number

b) Suburb/Town

c) State

d) Postcode

6. Daytime telephone number

7. Email address

8. What is your relationship to the person on the certificate? (e.g. husband, wife, son)

9. Reason certificate is required (e.g. estate, genealogy)

PART TWO - Details of the deceased

10. Surname (family name) at time of death

11. Given name(s)

12. Place of death

a) Suburb/Town

b) State

13. Age at death

 years

14. Date of death

Or if unsure, please estimate date of death

From

To

15. Registration number (if known)

16. Mother's maiden name (surname at birth)

17. Mother's given name(s)

18. Father's surname (family name)

19. Father's given name(s)

20. Spouse's surname (family name)

21. Spouse's given name

22. Other information (e.g. place of birth, children, date of birth)

Note

- You must provide proof of your identity if the death occurred within the last ten years.
- If the death occurred more than ten years ago, go to Q.24.
- For further information about access to records, refer to the Registry's Access Policy at www.bdm.vic.gov.au

23. What is your relationship to the deceased?

23.1 I am the deceased's next of kin

You must submit three identity documents of your own, one from each list on page 3.

23.2 I am not the deceased's next of kin

You must submit:

- three identity documents of your own, one from each list on page 3; and
- a letter from the deceased's next of kin which authorises you to access the death record. The letter must include the authorising person's address, daytime telephone number and signature; and
- three identity documents of the person giving you authority to access the record, one from each list on page 3.

PART FOUR - Certificate payment

24. I wish to order the following:

Note. It is best to check with the authority requesting your documents before you order a certificate.

	Price*	Subtotal
Standard Death Certificate	\$27.80	\$.
Abridged Death Certificate - <i>May not be accepted for official purposes</i>	\$27.80	\$.
Historical Certificate - <i>For historical purposes</i>	\$27.80	\$.
Uncertified (historical) image - <i>You must provide a registration number at Q.15 or the fee for a standard death certificate applies.#</i>	\$17.50	\$.
Registered Post (recommended)	\$4.50	\$.
Express Post	\$5.00	\$.
	Total	\$.

* All prices on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au
Standard postage is included.

You can search the historical indexes for a registration number at www.bdm.vic.gov.au

25. How do you wish to pay?

By mail

Credit card - If paying by credit card, please complete the Credit Card Payment Slip on page 3. Cheque Money order

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- Cash payments will only be accepted if you apply in person.

In person

The Registry accepts cash, credit cards, EFTPOS cards, money orders and personal cheques.

PART FIVE - Declaration

26. I certify that I have read and understood the declaration below:

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

You must supply three identity documents, one from each list below

LIST 1 Evidence of link between photo and signature

- Australian passport
- Australian driver licence (or learner permit)
- Australian firearm licence
- Overseas passport

LIST 2 Evidence of operating in the community

- Australian citizenship certificate
- Birth certificate issued in Australia
- Credit card or ATM card
- Department of Veterans' Affairs card
- Australian security guard or crowd control licence
- Student or tertiary identity card
- Medicare card
- Working with Children Check card

LIST 3 Evidence of current residential address

- Utility account (including gas, water, electricity, mobile or home phone)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Rates notice
- Current lease or tenancy agreement

All applicants please note:

- If you cannot provide an identification document from List 1, you must provide two from List 2 and one from List 3
- All documents must be current
- Bank statements, utility accounts or rates notices must have been issued within the last six months
- If you supply printed online bank or utility statements they must be stamped and approved by the bank or utility company
- Your List 3 document must show your current residential address.

Applying by mail?

You must provide police-certified photocopies of each identity document.

Applying in person?

You must provide original identity documents or police-certified photocopies of each identity document.

How to certify photocopies of identity documents

1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your photocopies and the original documents to a police station and ask a sworn member of police to certify them.

Note

- Do not send original identity documents by mail. These can be used only if you apply in person.
- Failure to correctly submit your proof of identity documents will delay your application.
- If applying by mail, the Registry recommends you send your documents via Registered Post.

Living in regional Victoria?

You may also certify photocopies of your identity documents at selected Justice Service Centres (JSCs). To find your nearest JSC go to www.bdm.vic.gov.au/jsc

Living in Queensland, Western Australia or the Northern Territory?

If you live in Queensland, Western Australia or the Northern Territory you may have photocopies of your identity documents certified by a Justice of the Peace, Notary Public or Commissioner for Oaths.

Under 18 years?

If you are unable to supply all three identity documents you can submit a:

- current school report card
- Medicare card showing child's name
- current mobile phone bill.

If you are unable to meet these requirements please contact the Registry via www.bdm.vic.gov.au or on 1300 369 367.

Credit Card Payment Slip

Card type

Visa MasterCard Amex

Total \$

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Name on card

Card number

Expiry date

/

Signature of cardholder

Submit your form, payment, proof of identity (if required) and any supporting documents:

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 5220, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins St, Melbourne
(8.30am – 4.30pm, Monday to Friday, except public holidays)

or Selected Justice Service Centres (JSCs).
To find your nearest JSC go to www.bdm.vic.gov.au/jsc

Checklist

- I have supplied all three proof of identity documents (unless applying for a historical certificate or an uncertified image).
- I have stated the reason I require the certificate at Q.9.
- I have signed the declaration at Part Five.

If applying by mail:

- I have had photocopies of my proof of identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

If the deceased is not my next of kin:

- I have supplied the required three proof of identity documents for both myself and the person who authorised me to apply for the certificate, as specified in Q.23.2.
- I have attached the required authority and documents as specified in Q.23.2.

Privacy

In line with the *Information Privacy Act 2000*, the Registry is collecting information in this form to determine your eligibility to obtain the requested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at www.bdm.vic.gov.au

If you do not provide all the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages.

Victorian Registry of Births, Deaths and Marriages

General enquiries 1300 369 367

(8.30am – 4.30pm, Monday-Friday, except public holidays)

Website www.bdm.vic.gov.au



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