



BIRTHS, DEATHS AND MARRIAGES
**APPLICATION FOR A SINGLE
STATUS CERTIFICATE**

Births, Deaths and Marriages Registration Act 1997
Births, Deaths and Marriages Registration Regulation 1998

IMPORTANT INFORMATION

This form can be used to apply for a Single Status search and certificate. Confirmation of single status is required if you intend to be married overseas.

All certificates will be sent by registered person-to-person post. As a result, you will need to produce appropriate identification at the post office in order to collect the certificate. Without that identification, Australia Post will not allow you to collect the certificate.

PRIVACY INFORMATION

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Documents provided as proof of identity may have their authenticity verified through Certificate Validation System (CVS) and the National Document Verification System (DVS). Documents issued by this office may also be verified by external agencies using CVS and/or DVS.

Once a person attains 18 years of age, the person's parents are unable to access the register without the persons consent. Further information and a copy of our access policy can be found on our website: www.act.gov.au/accessCBR.

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand, please print clearly and use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a solid black pen and substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.

FEES

For a list of fees please refer to the fee schedule available on the Access Canberra website. All certificates posted within Australia are sent registered post. If the certificate is to be sent overseas, an international express post fee will apply.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

LODGE MENT AND CONTACT INFORMATION

Email:
bdm@act.gov.au

Post:
Access Canberra
Births, Deaths and Marriages
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit
www.act.gov.au/accessCBR
Or call **132281** to find an
Access Canberra Service Centre.

PROOF OF IDENTITY REQUIREMENTS

There are particular identification requirements necessary for you to either apply for your own certificate or a certificate for another person. If you have been previously married, you will need to supply Divorce papers to allow the search to be conducted.

<input type="checkbox"/> Your own certificate	You will require 3 forms of identification as described in table A (see below)
<input type="checkbox"/> A certificate for another person	You will require 3 forms of identification as described in table A (below) for you as the applicant, 3 forms of identification as described in table A (below) for the person named on the certificate, and a signed letter from the person named on the certificate giving you consent that you may apply for the certificate on their behalf.
<input type="checkbox"/> A certificate for another person where there is a legal need – solicitor, under power of attorney, welfare group, legal guardian.	You will require 3 forms of identification as described in table A (see below) for you as the applicant and evidence of your authority to obtain the certificate which may include the following; Registered Power of Attorney, Court Order or Guardianship Order. For further information, please contact Access Canberra on 132281.

TABLE A – IDENTIFICATION REQUIRED TO BE PROVIDED UPON APPLICATION

Three forms of current identification must be provided upon application. At least one form must be Primary Proof of identity and at least two forms of Secondary Identity. In cases where a person is unable to provide enough forms of identification please contact this office.

Primary Proof of Identity	Secondary Proof of Identity
<ul style="list-style-type: none"> • A photographic Driver Licence issued in Australia and current or expired up to two years. • Australian Birth Certificate (not a Commemorative Certificate or extract). If the certificate is not in the name currently used appropriate linking documentation will be required (e.g. Marriage Certificate). • Australian Passport current or expired up to two years. • Overseas Passport current or expired up to two years. • Australian Citizenship Certificate or Naturalisation Certificate. • Department of Home Affairs Travel document valid up to five years after date of issue. • Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard valid to date of expiry. • Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard valid to date of expiry. • Department of Home Affairs Australian Migration Status (AMS) ImmiCard valid to date of expiry. • Current Police Officer Photo Identity Card issued in ACT only. • Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card with appropriate security features that displays the date of issue by Authority and current or expired up to two years. 	<ul style="list-style-type: none"> • Current Medicare Card. • Current Student Identity Document with photograph and signature issued by an Educational Institution. • Current Centrelink or Department of Veterans Affairs Concession Card. • KeyPass Identity Card issued by Australia Post current or expired up to two years. • Security Guard / Crowd Controller Identity Card with photograph issued by an Australian State or Territory current or expired up to two years. • Firearm Licence with photograph issued by an Australian State or Territory current or expired up to two years. • Current Consular Identity Card with photograph issued by Department of Foreign Affairs and Trade. • Current State, Territory or Federal Government Employee Identity Card with photograph. • Current Australian Defence Force Identity Card with photograph. • Current ACT Government Services Access Card. • Working with Vulnerable People Registration Card current or expired up to two years. • ACT High Risk Work Licence current or expired up to two years. • Proof of Residency (excluding Proof of Identity Cards issued after 19 September 2018) • Contract of Purchase, Current Lease or Rental Agreement for relevant premises prepared by a real estate agency or the ACT Government. Private rental agreements or receipts will not be accepted.



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Processing Officer (Office use only)	
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Application Number (Office use only)	
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DETAILS OF APPLICANT (Person completing form)

Surname		Given Name(s)	
Current Residential Address			
Daytime Contact Number	E-mail Address	Signature of Applicant	
Relationship to Person Named on Certificate			

POSTAGE DETAILS

Postal Address (If different from residential address)

DETAILS OF SEARCH REQUIRED (Person named on certificate)

Surname at Time of Birth		Given Name(s) at Time of Birth	
Current Surname (If different)		Current Given Name(s) (If different)	
Date of Birth	Place of Birth	Date of Arrival in Australia (if applicable)	If Previously Married, Date of Divorce/Death of Spouse
/ /		/ /	/ /
Years to be Searched (optional)			
From / / To / /			
Mother's Maiden Name in Full		Father's Name in Full	