Registry of Births, Deaths and Marriages Victoria

Application for fee waiver – Adult

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 you are an adult (over 18) and:

* The cost of a legal certificate and/or of registering the life event is a significant hardship for you; or
* You have limited access to funds and are a survivor of family violence, homeless or a refugee; or
* You have experienced financial loss due to a natural disaster where you live.

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

# How to apply

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] |  |

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 me. I am:

| Circumstance | Evidence required that must be attached |
| --- | --- |
| **Low income**   * Have limited access to funds. | Certified copy of your/the child’s current:   * Centrelink health care card, or * Pension concession card, or * Disability Support Pension Card. |
| **A survivor of family violence**   * Have limited access to funds. | A letter on official letterhead confirming these details, from either a:   * Government agency * Recognised community or outreach organisation. |
| **Experiencing homelessness**   * Have limited access to funds. | A letter on official letterhead confirming homelessness, from either a:   * Government agency; or * A recognised community or outreach organisation. |
| **A refugee**   * Have limited access to funds. | A letter on official letterhead confirming your/the child’s refugee status, from either a:   * Recognised government agency; or * A community or outreach organisation. |
| **Natural disaster where I live.**  The disaster may include:   * Bushfire, flood, severe storm, and * Must be ‘declared’ a natural disaster by the Victorian or Commonwealth Government. To check, go to [Australian disasters](https://www.disasterassist.gov.au/Pages/australian-disasters.aspx) or [Victorian natural disasters](https://www.vic.gov.au/emergencies-safety/natural-disasters.html). | A letter on official letterhead, confirming your 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. |

I am:

Aboriginal;

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Mob/tribe (if known):

None of the above

We ask whether you are 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).