Registry of Births, Deaths and Marriages Victoria

Application for fee waiver – Child

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 the application relates to a child (under 18 years of age) and:

* The cost of a legal certificate is a significant hardship for you; or
* You or the child has limited access to funds and the child is in one of the following situations:
* A survivor of family violence, homeless or a refugee
* Financial loss due to a natural disaster where you and the child live
* In a Youth Justice custodial facility in Victoria
* On a Youth Justice Community order or subject to a Children’s Court Youth Diversion order
* Under a guardianship order or permanent care order
* In an out-of-home care arrangement
* in an informal Kinship care arrangement.

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

# How to apply

To request a fee waiver:

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 in this document

# Application

|  |  |
| --- | --- |
| I [full name] |  |
| of [address] |  |
| am applying for [child’s full name] |  |

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:

| 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. |
| **Youth Justice**   * In a Youth Justice custodial facility in Victoria * On a Youth Justice Community order, or * Subject to a Children’s Court Youth Diversion order, and * Have limited access to funds. | A letter on official letterhead from my/the child’s Youth Justice case manager or coordinator confirming this care or supervision. |
| **Guardianship or permanent care**   * Under a guardianship order or permanent care order, and * I am the carer for the child, and * Have limited access to funds. | A relevant care order confirming these details. |
| **Official out-of-home care arrangement**   * In an out-of-home care arrangement, and * I am responsible for the child in an official caring capacity, and * Have limited access to funds. | A relevant care order confirming these details. |
| **Kinship care**   * Under kinship care, and * I am responsible for the child, and * Have limited access to funds. | A statutory declaration explaining the events that resulted in the informal care arrangement.  The statutory declaration must include:   * Why the parent/s are unable to exercise their parental responsibility * Why the caring arrangement is in place * When the caring arrangement started * The time period of the caring arrangement * The length of time the child is estimated to be in the carer’s care * The names that the child is known by in the community.   A letter from one of the following professionals who knows the family well, who can:   * Confirm the information on the statutory declaration is correct * Confirm the full-time care arrangement; and * Confirm the length of the caring arrangement.   Examples of professionals are:   * General practitioner * Aboriginal Community Controlled Organisation (ACCO) * Victorian Aboriginal Child Care Agency (VACCA) * A staff member from a sports organisation * Case worker. |

The child is:

Aboriginal;

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Mob/tribe (if known):

None of the above

We ask whether the child is 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).