

Get a birth certificate

Information for young people



This fact sheet is for **young people under 18 years**. It will help you find out what you need to know about getting a birth certificate.

Help

If you need help:



A Births, Deaths and Marriages (BDM) team member can explain the process of getting a birth certificate to you. You can talk to us by phoning **132 842**.



BDM's Marguk-bulok koolin-ik Team (Aboriginal Outreach) is available to support Aboriginal and/or Torres Strait Islander people to access BDM services. You can email them at **bdm.koori@justice.vic.gov.au**



You can ask someone you trust to help you apply.



Your parent(s) or legal guardian(s) can read more about getting a birth certificate at **bdm.vic.gov.au**

Your certificate

Your birth certificate is an important document.

You might need your birth certificate to enrol in school or apply for a drivers licence.

Anyone can apply for their own birth certificate.

You can apply for your birth certificate:



Online at **bdm.vic.gov.au**



Using a paper form and mailing it to BDM



In person at a **[Justice Service Centre](#)**.

| VICTORIA AUSTRALIA BIRTHS, DEATHS AND MARRIAGES REGISTRATION ACT 1996 | | REGISTRATION NUMBER 123/2017 |
|---|---|---------------------------------|
| 1 CHILD | Family name (lower names) John Sex Male Date of birth 01 October 2017 Place of birth Carlton | CITIZEN |
| 2 MOTHER | Family name (at birth (if different)) Olivia Given name(s) Manager Occupation 27 years Age London, England Place of birth | CITIZEN |
| 3 FATHER | Family name (at birth (if different)) George Given name(s) Teacher Occupation 27 years Age Melbourne, Victoria Place of birth | CITIZEN |
| 4 MARRIAGE OF PARENTS | Date of marriage 05 September 2009 Place of marriage Rome, Italy | |
| 5 PREVIOUS CHILDREN OF RELATIONSHIP | | Not applicable |
| 6 INFORMANTS | Name O. CITIZEN Address Lonsdale Street Melbourne 3000 | |
| 7 REGISTRATION OFFICER | Name Test Staff Date 1 July 2021 | |

THE BACK OF THIS DOCUMENT CONTAINS A HISTORY OF CHANGES OF NAME AND CORRECTIONS.
Before accepting copies, sign and attach original. The original has a coloured background.
Registry of Births, Deaths and Marriages
Melbourne
1 July 2021
Abi O'Connor
Registrar



There are 4 steps you will need to complete to get your birth certificate.



Apply

You can fill in an [online form](#) or we can give you a paper form.

The form will ask where you were born and your parent(s)' names.

If you apply online, you'll need an email address.

There are some questions you must fill in if you apply online. This means that you might not be able to apply online if you don't know all the information.

If you need a paper form, call 132 842.



Prove your identity

You'll need to prove who you are by providing BDM with your identity documents. This is so we can make sure we are giving your certificate to the right person.

Examples of identity documents include:

- Medicare card
- Centrelink concession card
- School identification.

Find out about identity documents you can use at bdm.vic.gov.au

If you don't have identity documents, please [contact us](#). There may be other documents you can use.



Pay

You will need to pay for your certificate.

For online applications, we accept credit card, PayPal and BPAY.

For paper applications, we accept cheque and money order.

If you need help paying for the certificate, we may be able to help you.

For example, this might be if you are:

- Experiencing homelessness, or
- In out-of-home care.

If you're experiencing hardship, you can ask us not to charge the fee for certain certificates or registrations. This is called a [fee waiver](#).

You can [contact us](#) for more information.



Delivery times

This process takes time.

We'll post your certificate to the address you put in your application.

Check our current processing times at bdm.vic.gov.au if you want to know more.