Registry of Births, Deaths and Marriages Victoria

DEATH CERTIFICATE CORRECTION

Consent form

# To be completed by the informant

|  |  |
| --- | --- |
| I, (informant’s full name): |  |
| the informant on the death certificate of (full name of deceased): |  |
| give permission to (name of funeral home): |  |

to apply for a correction to the death certificate of the above-mentioned deceased.

|  |  |
| --- | --- |
| Signature of informant: |  |

|  |  |
| --- | --- |
| Date: |  |

# How to apply

**This information is for funeral directors wanting to correct a death certificate.**

You can only request corrections online.

For more detail about this process, visit [Correct a death certificate (funeral directors)](https://www.bdm.vic.gov.au/funeral-directors/help/correct-a-death-certificate).

## Step 1: Consent

Ensure you have a correction consent form (this form) signed by the informant.

## Step 2: Apply

* Visit <https://www.bdm.vic.gov.au/>
* Click on Changes and corrections in the top menu
* Choose [Correct a death certificate](https://www.bdm.vic.gov.au/changes-and-corrections/correct-a-death-certificate)
* Click Apply now.

You must request corrections from [Correct a death certificate](https://www.bdm.vic.gov.au/changes-and-corrections/correct-a-death-certificate). You can't request corrections from your funeral director user account.

## Step 3: Create an account

The first time you request a correction on behalf of an informant, choose Create a new account. Use the same email address and password as you use for your funeral director account. You only need to create this once.

## Step 4: Evidence

Complete the required information, including:

* Death registration number
* Details about the deceased
* Details of the required correction.

Ensure you upload a copy of:

* The signed correction consent form
* Any evidence required for the correction

Refer to the ‘Evidence required’ tab on the [Correct a death certificate](https://www.bdm.vic.gov.au/changes-and-corrections/correct-a-death-certificate) page.

## Step 5: New death certificate

**If you return the original certificate**, you don’t need to order a new certificate. We’ll send the informant a new certificate free of charge.

**If you can’t return the original certificate**, you’ll need to order a new death certificate.

## Step 6: Correction reference

Complete this step if you are returning the original death certificate.

When you complete your application, we will email you a confirmation. It contains the correction reference number.

* Print it
* Attach it to the original death certificate
* Return these documents together.

Post the original death certificate to:

Registry of Births, Deaths and Marriages, Victoria

GPO Box 4332

Melbourne VIC 3001