

Instructions for completing Birth registration application guidelines

Effective as of 18/02/2014

Why must I register my child's birth?

By law, you are required to register the birth of your baby. If you do not register your child's birth you will not be able to obtain a birth certificate for them.

Without a birth certificate your child will not be able to be enrolled in school. As an adult they will not be able to obtain a passport or driver's license. They may also have difficulty obtaining a job or any government benefits.

Do I need to register my child's birth?

If your child was born in Queensland, whether born alive or stillborn, you must register the birth.

The birth registration application should be submitted to the Registry of Births, Deaths and Marriages within 60 days after the birth.

How much does it cost to register?

There is no fee to register your child's birth. However you can apply for a standard birth certificate or a package made up of the standard certificate and a commemorative certificate. These can be obtained by completing the separate form titled 'Birth Certificate/Extract Application' and paying the prescribed fee.

A birth certificate is not issued automatically or free of charge with the birth registration application.

Who is responsible for registering my child's birth?

The parents of a child are jointly responsible for registering the child's birth. If only one parent has signed this application he or she must attach a statement explaining why the other parent has not signed.

How to complete this application?

Section 1: Details of child

The child's first names and surname is a matter of choice for the parents. However the Registrar-General may refuse to register a name which is obscene, offensive, is too long or is contrary to public interest.

Parents born in countries outside of Australia may wish to follow traditional rules regarding the naming of children. However in all cases, the birth registration application must be completed in English.

If there is a dispute about the naming of the child, both parents must sign the application and attach an explanatory statement.

Section 2: Birth details

Please ensure this section is complete.

Sections 3 & 4 : Mother's or parent's details & Father's or parent's details

It is important that either mother/father details or parent details are selected in each section in the tick boxes provided. These options are available to accommodate same sex parentage. Your choices determine how your relationship is displayed on the registration and subsequent birth certificates issued.

The father's details are also important and must be included in the register. The father/parent must be named and must sign the application. Their details will then be included on the child's birth certificate regardless of the relationship status of the parents.

In relation to same sex parents completing the registration of birth for a child (a) the child's parent, or 1 of the child's parents, must be registered as the child's mother and (b) not more than 1 person may be registered as the child's mother.

Section 5: Marriage or registered relationship details of child's parents

This section is to be completed only if the parents are lawfully married or in a registered relationship to each other. These details will not appear on the birth certificate.

Section 6: Previous children of this relationship

If there is insufficient space for children's details, attach a separate list.

Section 7: Declaration

The Births, Deaths and Marriages Registration Act 2003 requires that both parents of the child complete and sign this form, regardless of whether they are legally married or not, or in a continuing relationship or not.

Signing of this application acknowledges parenthood of the child. Refusal to sign due to an unresolved dispute may result in a parent losing the opportunity to have a say in the naming of the child at the time of registration.

Form 1 (Version 6)

Birth registration application

Effective as of 18/02/2014

Births, Deaths and Marriages Registration Act 2003 (Section 9) Surrogacy Act 2010

Relationships Act 2011

Please read the guidelines and additional information attached before completing this application.

Please print clearly and **do not** use correction fluid/tape.

All information provided is to be as at the time of the child's birth.

Office use only	
Registration number	
District	

1. Details of child

First names	
Surname	

2. Birth details

Date of birth	DD / MM / YYYY		
Place of birth (Hospital and locality or full address if born elsewhere)		Office use only	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth weight in grams*	
If multiple birth, state order (eg Twins would read 1 of 2 or 2 of 2)	of		
Was the child born alive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, state gestation period in weeks	
Person present at birth* (Midwife, doctor, other person)			
First names*			
Surname*			
Current residential address* (Street, suburb)		Postcode*	

3. Mother's details

First names			
Surname			
Maiden surname (Surname at time of your birth)			
Date of birth*	DD / MM / YYYY	Age in years	
Place of birth (Town/city, state or if born overseas town/city, country)			
Current residential address* (Street, suburb)		Postcode*	
Usual occupation (eg lawyer, teacher, home duties)			
Is the mother of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Yes, Aboriginal origin		<input type="checkbox"/> Yes, Torres Strait Islander origin	
<input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin		<input type="checkbox"/> No	

4. Father's or parent's details

Father's details Parent's details

First names			
Surname			
Date of birth*	DD / MM / YYYY	Age in years	
Place of birth (Town/city, state or if born overseas town/city, country)			
Current residential address* (Street, suburb)			Postcode*
Usual occupation (eg lawyer, teacher, home duties)			
Is the father/parent of Aboriginal or Torres Strait Islander origin?*			
<input type="checkbox"/> Yes, Aboriginal origin		<input type="checkbox"/> Yes, Torres Strait Islander origin	
<input type="checkbox"/> Both, Aboriginal and Torres Strait Islander origin		<input type="checkbox"/> No	

5. Marriage or registered relationship details of child's parents (As at time of child's birth)

Date of marriage or registration of relationship	DD / MM / YYYY	<input type="checkbox"/> Marriage or <input type="checkbox"/> Registered relationship
Place of marriage or place of registered relationship (Town/city, state or if overseas town/city/country)		

6. Previous children of this relationship

- Enter in order of birth with the eldest child first. Do not include a child born of the same pregnancy as the child being registered.
- Include legally adopted children.
- If deceased enter 'D' in the Date of birth column.
- If not born alive enter 'SB' in the Date of birth column.
- If no previous children of this relationship write 'None' in the first column.
- Include children registered through court surrogacy parentage orders.

First names in full	Date of birth	First names in full	Date of birth

7. Declaration (Must be completed by both parents. See attached guidelines for more information about this)

If the parents are separated or are in dispute over the name of the child, both are still required to sign the application as both have rights and responsibilities to the child, even if they are no longer in a relationship. The registry will make further enquiries if it is not satisfied with the information provided or the explanation as to why only one parent has applied. (Please print)

I (Mother's full name)			
Of (Mother's current residential address)	Postcode	Telephone number	
and I (Father's/parent's full name)			
Of (Father's/parent's current residential address)	Postcode	Telephone number	
hereby apply to register our child's birth and certify that the information shown is correct for the purposes of being inserted in the Register of Births.			
Signature of mother		Signature of father/parent	
Signature of witness		Signature of witness	
Telephone number of witness		Telephone number of witness	
Any person who knowingly makes any false statement relating to any matter to be registered is liable to imprisonment of three years. (s501, Criminal Code)			

Submission options

Post to	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
Lodge in person	110 George Street, Brisbane or your local Queensland Magistrates Court or Queensland Government Agent.
For further information visit www.qld.gov.au/bdm or phone 1300 366 430, international callers + 61 7 3247 5802.	

Privacy statement

All items marked with an asterisk (*) are for statistical, administrative and community planning purposes and will not appear in the Registers.

The collection of information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003*. It is used for the purposes of the Act which include registering births in Queensland and issuing birth certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry on 1300 366 430. For general information about the registry visit www.qld.gov.au/bdm.

Translations

اللغة العربية

ᲘᲗᲚᲛ

إنه مطلب قانوني أن تقوم بتسجيل مولد طفلك. ويتحقق ذلك عن طريق قيام الوالدين بتعبئة طلب تسجيل المولود الموجود في هذه الكراسة وإرساله إلى أمين سجل المواليد والوفيات والزيجات، على العنوان:
PO Box 15188, City East, Qld 4002

Yen ee loj ye thiec tēnē yin rin ba kol dhieth menhdu gat piny. Wēēk kōc dhieth eben leu luji ke bak athor dhieth kēnē thioj yic ne brochure kēnē ku tooc tēnē makteb dhieth, thuᲘu, ku thieek, PO Box 15188, City East, Qld 4002

إذا كنت في حاجة إلى مساعدة الترجمة الشفهية لتعبئة هذا الطلب، برجاء الاتصال بخدمة الترجمة الشفهية الهاتفية على الرقم 13 14 50 واطلب منهم الاتصال بالسجل على الرقم 1300 366 430.

Yi n awic ran ye kōc war thook rin bi yi kony kēnē athor kēnē, yin liem ba telepun yuob tēnē ran luji ye kōc war thook ne 13 14 50 ku thiec keek rin bik makteb miith ci dhieth gat piny yuob ne 1300 366 430.

中文

您要依法注册孩子的出生，父母两人须填写本小册子中的“出生注册申请表”，然后寄到“出生、死亡和婚姻注册处 (Registry of Births, Deaths and Marriages)”，地址是：
PO Box 15188, City East, Qld 4002

如果申请时需要口译员帮助，请拨“电话口译服务”电话 13 14 50，请他们帮助拨打注册处电话 1300 366 430。

INDONESIA

Merupakan ketentuan hukum untuk mendaftarkan kelahiran anak anda. Kedua orang tua harus mendaftarkan kelahiran anak dengan mengisi Aplikasi Pendaftaran Kelahiran di brosur ini dan kirim ke Panitera Kelahiran, Kematian dan Pernikahan, PO Box 15188, City East, Qld 4002

Jika anda membutuhkan bantuan penterjemah, silahkan hubungi layanan penterjemah telepon di 13 14 50 dan minta mereka untuk hubungi Panitera di 1300 366 430.

For more information

For more information or help with completing this application:

- telephone 1300 366 430, international callers + 61 7 3247 5802
- email bdm-mail@justice.qld.gov.au (Applications and supporting documentation cannot be emailed) or visit www.qld.gov.au/bdm
- write to the Registry of Births, Deaths and Marriages
PO Box 15188
CITY EAST QLD 4002
- visit the Registry of Births, Deaths and Marriages at
110 George St, Brisbane, Queensland.