

# Letter of Authority

## giving permission to apply for a certificate

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



Registry of Births  
Deaths & Marriages

### Eligibility

If a person is not eligible to apply for and/or collect a certificate, then the **Applicant** must complete an **Authority** to give permission to their **Authorised Agent**. Attach an authority to the Certificate Application. Registry records are confidential and certificates can only be issued to persons who are entitled under the [Registry's Access Policy](#)

### Identity Requirements

You **MUST** provide proof of identity for yourself and your **Authorised Agent**. Three documents are required from you and your agent, one of each from categories 1, 2 and 3. If you cannot provide identification from categories 1 and 2, you must still provide at least three forms of identification. At least two of these must be from category 3.

Category 1	Category 2	Category 3	Category 4
<ul style="list-style-type: none"><li>• Australian birth certificate</li><li>• Citizenship certificate</li><li>• Immi card</li><li>• NZ birth certificate</li><li>• NZ citizenship certificate</li></ul>	<ul style="list-style-type: none"><li>• Australian driver's Licence (current)</li><li>• Australian passport (current)</li><li>• Firearms licence (current)</li><li>• Foreign passport</li><li>• Proof of age card</li></ul>	<ul style="list-style-type: none"><li>• Medicare card</li><li>• Credit or debit card</li><li>• Centrelink or Department of Veterans Affairs Card</li><li>• Security guard/Crowd control licence</li><li>• Tertiary Education ID Card</li></ul>	<ul style="list-style-type: none"><li>• Recent utility account with current residential address</li></ul>

### Applicant (the registered/entitled person)

Full Name

Date of birth

Residential address (PO BOX not accepted)

Daytime telephone number

Email address

I give approval for my Authorised Agent to

make application for a certificate, or

make application for and collect the certificate on my behalf.

Certificate required (e.g. birth, death, marriage)

Signature of applicant

Date signed

### Authorised Agent

(nominated to apply for and/or collect the certificate)

Full Name

Date of birth

Residential address (PO BOX not accepted)

Daytime telephone number

Email address

Company name (if applicable)

Australian Business Number (if applicable)

Australian Company Number (if applicable)

Signature of Authorised Agent

Date signed