

Kinship Carers applying for a birth certificate

For a child in kinship care facilitated by the Department of Health and Human Services (DHHS)

Information for kinship carers

If you are a kinship carer, you can apply for a birth certificate for a child placed in your care even when DHHS is the child's legal guardian.

You can also apply for a birth certificate if the child's parents remain their legal guardian, however, the parents have to agree to the application.

The Victorian Registry of Births, Deaths and Marriages (the Registry) can help with managing these applications.

Having a birth certificate is important for everyday life

Having a birth certificate helps people prove who they are. It helps with using services and taking opportunities most people take for granted.

Not having a birth certificate makes it hard to do everyday things like going to school and getting a tax file number, passport, learner driver permit and, government payments and services.

Documentation required to support the application for children aged under 18 years

The documents you need to provide to apply for a birth certificate will depend on who has parental responsibility and legal guardianship.

If you are the legal custodian or guardian applying for the child, the application must include:

- A current Registry application form for a birth certificate; and
- Evidence of custody or guardianship. This may be a formal court order. Where there is no court order, a support letter from DHHS, confirming the details of the kinship care arrangement, is adequate.

If you are a grandparent or other relative applying for the child (and you are not the legal custodian or guardian) the application must include:

- A current Registry application form for a birth certificate
- Written authority for the application from a parent or non-parent legal custodian or guardian. Use the Third Party Authority Form for this. The form is available at www.bdm.vic.gov.au or from the Registry Service Centre.
- Certified proof of identity (POI) documents from the parent or from the person with parental responsibility or guardianship (this may be DHHS); and
- Your own certified POI documents.

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Certified proof of identity requirements

The POI documents you use for the application must be certified by one of:

- a Justice Service Centre (JSC) staff member
- a sworn member of the Police
- a Justice of the Peace located within a Police Station.

To locate the JSC closest to you, visit www.justice.vic.gov.au.

When the child's birth is not registered

A birth must be registered before a birth certificate can be issued.

If the child's birth has not been registered, the Registry will contact you to advise that a Birth Registration Statement (BRS) needs to be completed.

If the child is 16 years or over, they can be their own informant and complete the BRS themselves. For children under 16 years of age, their legal guardian should complete this on behalf of the child and submit it to BDM.

Births outside Victoria

The Registry registers and provides birth certificates for children born in Victoria. For children born interstate, please contact the relevant state or territory registry of births, deaths and marriages.

Receiving the child's birth certificate

Birth certificate applications can be submitted at the Registry Service Centre in person. For complete, straightforward applications we may be able to provide the certificate when you visit.

Alternatively, the birth certificate can be mailed to the address nominated on the application form.

Turnaround times for applications are published on the BDM website www.bdm.vic.gov.au.

Further information

Visit us in person

Customer Service Centre
Ground floor, 595 Collins Street Melbourne
(near Southern Cross Station)
8am - 4pm Monday to Friday (excluding public holidays).

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 4332
MELBOURNE VIC 3001

Phone and email

Phone: 1300 369 367
Email: vicbdm@bdm.vic.gov.au

Translation assistance

All documents translated into English must be prepared by a translator accredited by with the National Accreditation Authority for Translator and Interpreters. For more information contact the Victorian Translating and Interpreting Service on (03) 9280 1941.