For those born in Australia, an email will need to be sent to Births, Deaths and Marriages in the State that you were born in to request and pay for a copy of your Birth Certificate, and ALSO a copy of the precusor document to Birth Certificate, which has different names in different States, but may be called Certificate of Live Birth/Information Form For Registration Of Births/etc. For this process, **IF** you already possess a birth certificate, then you do not need to buy another one, so adjust the email accordingly.

**Make a point to change anything in red to suit your circumstances, obviously then changing that colour back to black before sending:**

To whom it may concern,

My name is John Robert Doe and I was born on the 1st January, 1978 in St Albans Hospital.

I am requesting both a copy of my Birth Certificate and also a **CERTIFIED COPY** of my original “source document” that was relied upon to create my Birth Certificate. The original source document may be known as the Certificate of Live Birth/Information Form for Registration of Births.

Could you provide the forms that I need to fill out to apply for the Birth Certificate **AND** also the source document, the cost involved including postage and the address to send it to please?

To avoid doubt, I am not asking for a commemorative Birth Certificate or any style of extract.

Thank you for your help, and if you require any further information please write back to this email address youremailaddress@hotmail.com

I trust that you understand,

John Robert Doe.

Once you receive the application form(s) from Births, Deaths and Marriages, please ensure to request a CERTIFIED COPY of the Certificate of Live Birth/Information Form for Registration of Births. ALSO please ensure to enclose payment for the application and attach proof of identity as photocopies of that identification that have been certified as copies by a Justice of the Peace.

**When you receive your Certificate of Live Birth/Information Form for Registration of Births make sure it is a certified copy, meaning:**

“The certifier will:

1. examine the original to ensure it is not a copy or forgery
2. examine the copy to ensure it is identical to the original. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.

The certifier will then write or stamp the copy with the words: “Certified to be a true copy of the original seen by me.” They will sign and date the copy, and write or stamp their:

1. name
2. personal or professional address, and
3. qualification as an authorised certifier.”

**The application may ask you the purpose of why you want the document, please state: “my own private use”**

Proof of Identity documents may vary from State to State, but are likely to be similar to the following:

