**Assign Certificate of Live Birth/Information Form For Registration Of Births/application for citizenship and Birth Certificate/citizenship certificate**

1. Keep the original certificate of live birth/Information Form For Registration Of Births/application for citizenship and Birth Certificates/citizenship certificate that you got from Births, Deaths & Marriages/home affairs untouched.
2. Photocopy these two documents as clearly as possible and in colour.
3. Photocopy both sides on one sheet of paper
4. Using a blue pen,
	1. in the **middle of the back of each document**,
	2. print in proper case but NOT all caps
		1. Pay to the order of the Treasury of the Commonwealth of Australia
5. On the **back page,**
	1. **on the back bottom right corner of each document,**
	2. stick an **International** mailing stamp (even though technically $1 is considered“maximum consideration”it does not matter the value of the stamp, use the minimum to reduce your costs)
6. Using a blue pen,
	1. **diagonally across the stamp and touching the white paper around the stamp**,
	2. write on the stamp:
		1. the date
		2. John-robert
		3. underneath the stamp: Without recourse
7. This cancels the stamp
8. Photocopy the completed document only, BOTH SIDES, on one sheet of paper.
9. Store the original and the signed original authorised documents safely.
10. Send the finalised photocopies of the modified photocopy with the mailings, and adjust the other paperwork to reflect that the documents are part of the total mailing.