

# Declarations

**PANELS B AND C MUST BE COMPLETED IF YOU ARE REQUESTING A CERTIFICATE OR PRINTOUT OF A BIRTH THAT OCCURRED LESS THAN 100 YEARS AGO OR OF A STILL-BIRTH THAT OCCURRED LESS THAN 50 YEARS AGO.**

## Panel B

### Orderer's (Applicant's) Declaration

#### READ THIS

Warning: It is an offence, punishable by imprisonment and/or a fine of up to \$10,000, to make a false statement to obtain a certificate, printout or any other document, or to provide any means of identification knowing that it is false or is suspected to be forged or falsified.

**Note 1:** The orderer's name or, if ordering on behalf of an organisation, the organisation's name will be entered in the Access Register.

**Note 2:** We will contact you if the record cannot be found, or if there are restrictions on the issuing of the certificate or printout.

For more information about the Access Register visit our website at [www.dia.govt.nz](http://www.dia.govt.nz) or contact us (details on the back page).

**I declare that the information about me that is entered on this form is true and correct**

Signature of orderer/applicant

\_\_\_\_\_

Date

DD MM YY

If ordering on behalf of a company or organisation include an original signed request on letterhead and their name below

\_\_\_\_\_

**Then have a trusted referee verify the information you have given on this form.**

## Privacy

The information on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 1995. As part of processing your request for a certificate or printout, your identification details may be checked against other records held by Births, Deaths and Marriages or other government agencies, as authorised by law.

## Panel C

### Trusted Referee Declaration

#### READ THIS

Warning: It is an offence, punishable by imprisonment and/or a fine of up to \$10,000, to make a false statement to obtain a certificate, printout or any other document, or to provide any means of identification knowing that it is false or is suspected to be forged or falsified.

A trusted referee must be one of the following: (Tick one of the following)

- Registrar of Births, Deaths and Marriages
- Commonwealth representative
- Member of the police
- Justice of the Peace
- Registered medical doctor
- Kaumatua
- Registered teacher
- Orderer's employer
- Minister of religion
- Lawyer
- Notary Public

and must not be:

- a relative or part of the family group of the orderer, or
- a partner of the orderer, or
- a person who lives at the same address as the orderer

**Instructions to trusted referee:** If the orderer's birth is registered in New Zealand complete statement 1 or statement 2. If the orderer's birth is registered outside New Zealand complete statement 2.

I declare I am at least 16 years of age and (Tick one of the following):

#### Statement 1

- I have known the orderer for at least 12 months and to the best of my knowledge the information about the orderer's identity stated in this form is true and correct.

#### Statement 2

- I have seen a current government-issued photo identification of the orderer and I am satisfied that it matches the information about the orderer's identity stated in this form.

Signature of trusted referee

\_\_\_\_\_

Full name of trusted referee

\_\_\_\_\_

Date

DD MM YY

Daytime phone or mobile number of trusted referee (include area code, ie. 04)

\_\_\_\_\_

Contact address of trusted referee

\_\_\_\_\_

## Postal Details:

When you have completed Panels A, B and C post it to:

Births, Deaths and Marriages  
PO Box 10 526  
Wellington 6143  
New Zealand

Please check to make sure all information is entered correctly and the Payment Details section is completed. Your certificate(s) will be sent to you in the post.

## Contact Details

Freephone: 0800 22 77 77 (New Zealand Only)  
Calling from outside New Zealand: +64 4 474 8101

[www.bdm.govt.nz](http://www.bdm.govt.nz)



**Panel A**

**Orderer's (applicant's) details**

Surname or family name  Place of birth

First or given name(s)  Date of birth

Surname or family name at birth (if different from above)  Email address

First or given name(s) at birth (if different from above)  Daytime phone or mobile number (include area code, ie. 04)

What address do you want the certificate(s) and/or printout(s) sent to? The delivery name and address will appear on the back of all standard certificates (if a certificate is ordered).

Delivery name (if different from the orderer's name above)

Street Address, rural delivery or post office number

Flat Number  Street Number  Street Name

Suburb or rural locality

City, town or district  Postcode

Country (if not New Zealand)

**Details of the certificate and/or printout**

Fully complete separate forms if for different people.

Surname or family name  Place of birth

First or given name(s)  Date of birth

Mother's surname or family name  Mother's given names

Mother's surname or family name at birth (if different from above)

Father's surname or family name  Father's given names

Additional information (e.g. folio number)

**Order Details**

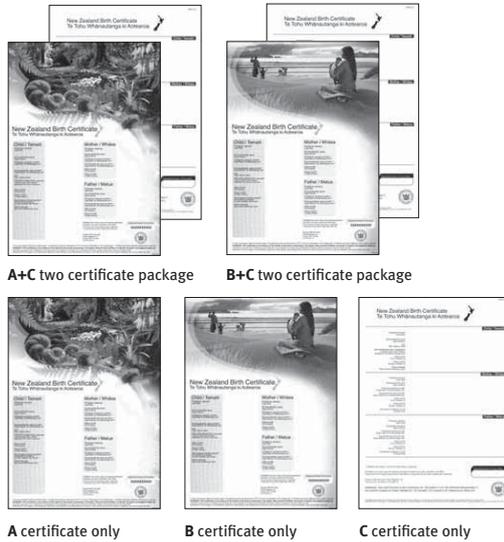
**Birth Certificate**

| A+C<br>two certificate<br>package<br>\$39 | B+C<br>two certificate<br>package<br>\$39 | A<br>certificate<br>only<br>\$26 each | B<br>certificate<br>only<br>\$26 each | C<br>certificate<br>only<br>\$26 each |
|---|---|---------------------------------------|---------------------------------------|---------------------------------------|
| x   | x   | x                                     | x                                     | x                                     |
| write no. of packages wanted              |   | write no. of copies wanted            |                                       |                                       |
| \$  | ⊕\$                                       | ⊕\$                                   | ⊕\$                                   | ⊕\$                                   |
| enter dollar amount                       |   |                                       |                                       | sub total                             |

**Birth Printout**

A printout is a copy of the information from the original registration that is often preferred by genealogists and people researching family history. A printout usually contains more information than certificates. Printouts are not acceptable for official purposes and can not be used in the same way as a certificate.

|   |                            |           |
|---|----------------------------|-----------|
| <b>1874 and before<br/>\$26 each</b>  | x                          | ⊕\$       |
|   | write no. of copies wanted | sub total |
| <b>1875 and after<br/>\$20 each</b>   | x                          | ⊕\$       |
|   | write no. of copies wanted | sub total |
| <b>Courier Fee (optional) \$5.00*</b>   |                            | ⊕\$       |
| * New Zealand only. If you wish to courier to an overseas address please call +64 4 474 8150 for details. |                            | sub total |
| <b>This is the amount you place as the total in 'Payment Details'</b>                                     |                            | ⊕\$       |
|   |                            | total     |



**Payment Details**

I choose to pay for this order by the following method (please tick your preferred payment method).

DO NOT INCLUDE THE CHEQUE FEE DO NOT POST CASH

Total amount to be paid is:

(Enter total amount from above)

EFTPOS, cash or New Zealand cheque if paying in person over the counter at one of our Identity Services offices.

or

I enclose a New Zealand cheque, New Zealand money order or International bankdraft in New Zealand dollars made out to: The Department of Internal Affairs

or

Charge my credit card:  VISA  Mastercard  Amex

Card Number

Expiry Date

Cardholder's name

Cardholder's signature

Office Use Only

**Panels B and C overleaf ↓**