

Integrated birth certificate (IBC) Application form

What is an integrated birth certificate?

In addition to the post-adoptive birth certificate, adopted people in NSW can have both their birth and adopted families included on an Integrated Birth Certificate (IBC) as outlined in the amendment to the *Adoption Act 2000* and the *Births, Deaths and Marriages Registration Act 1995*.

An IBC is an official certified copy of the registration held by the NSW Registry of Births, Deaths & Marriages (The Registry) and is commonly used to help establish a person's identity. An adopted person can choose to use either their post-adoptive birth certificate or the IBC as their primary identity document.

How to apply

Please note the IBC cannot be applied for online.

New Adoptions

To obtain a copy of a post adoption birth certificate with an IBC, you will need to apply not earlier than six weeks from the date of the adoption order:

- Complete this form and provide three current forms of identification.
- Provide payment – for current fees, please visit www.nsw.gov.au/bdm

For an adoption that occurred after 2010

To obtain a copy of an IBC:

- Complete this form and provide three current forms of identification.
- Please provide a copy of the original post Adoptive birth certificate. (If this is not possible, payment is required. For current fees, please visit www.nsw.gov.au/bdm)

For an adoption that occurred before 2010

To obtain a copy of an IBC:

- Complete this form and provide three current forms of identification.
- Please provide a copy of the original post Adoptive birth certificate. (If this is not possible, payment is required. For current fees, please visit www.nsw.gov.au/bdm)
- Please also provide a copy of:
 - Your Adoption Information Certificate (AIC) and the Memorandum issued by the Department of Family and Community Services **Adoption Information Unit**, or
 - Pre-Adoption birth certificate issued by the Registry under the *Adoption Information Act 1990* before October 1998 or
 - Post-Adoption birth certificate issued by the Registry under the *Adoption Information Act 1990* before October 1998.

Lodging your application

To Lodge (and pay if required) your application:

- Via post with a cheque or money order to:
NSW Registry of Births, Deaths & Marriages
ATTN: Adoptions Section
GPO Box 30 Sydney NSW 2001
- In person at Service NSW Service Centre:
www.service.nsw.gov.au/service-centre

Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our Access Policy and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our Privacy Collection Notice, available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

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This form can be filled out on your computer. If writing, please PRINT clearly and complete all details.

1. Lodging your application

Please tick one of the following:

New Adoption - Post Adoption certificate and IBC
(Standard Birth certificate fee applies)

For an adoption that occurred before 2010

For an adoption that occurred after 2010
(Please provide the required documents stated above)

Reason certificate is required

Your relationship to the registered person

(e.g. passport, school)

(e.g. self, parent, child, guardian)

What quantity of certificate/s do you require?

Enter a number e.g. (1)

The first IBC issued to the person named, their parent, or next of kin is at no charge if they hold a post adoption birth certificate. Additional certificates are charged at the Standard Birth Certificate rate (check website for fees). We will contact you if payment is required.

2. Applicant details (person who is applying)

Family name

First given name

Other given name(s)

Current Address

Suburb/Town

State/Territory

Postcode

Country

Postal Address (if different from above)

Suburb/Town

State/Territory

Postcode

Country

Phone number

Email address

Company name (if applicable)*

Company reference number (if applicable)*

Signature
of applicant

I declare that the information I have provided is true and correct.
I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

*Company applications

If you are a company applying on behalf of a person, please provide:

- A "Letter of Authority giving permission to apply" available at: www.nsw.gov.au/bdm
- Three current forms of identification from the person giving permission (see previous page).



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3. Details of birth certificate required

Family name	Family name at birth
First given name	Other given name/s
Date of birth*	Place of birth (Suburb/Town/City)
* If the date of birth is unknown, enter a period to be searched	
Search from:	Search to:
Birth parent 1 details	
Family name	Family name at birth
First given name	Other given name(s)
Birth parent 2 details	
Family name	Family name at birth
First given name	Other given name(s)
Adoptive parent 1 details	
Family name	Family name at birth
First given name	Other given name(s)
Adoptive parent 2 details	
Family name	Family name at birth
First given name	Other given name(s)

Please refer to identification requirements and complete payment details on Page 4.

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ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.

Identification

Identification requirements (ID)

Three current forms of identification are required, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three types of ID. At least two of these must be from category 3. All documents except foreign passports must be current.

Category 1

- Australian birth certificate
- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

Category 2

- Australian driver licence
- Australian passport
- Australian firearm licence
- Foreign passport
- Photo Card issued by a government agency
- Visa

Category 3

- Medicare card
- Centrelink card
- Department of Veteran's Affairs card
- Security guard or crowd control licence
- Tertiary Education ID card

Category 4

- Recent utility account with current residential address (issued within last three months).

4. Secure payment process for postal applications

Please provide your email address below (please print clearly). After your application has been reviewed, you will receive an email from the Registry with a **secure payment link**. You can pay using a credit or debit card.

Alternatively you can submit this form and pay in person at a Service NSW Centre. Please visit www.service.nsw.gov.au/service-centre to find your nearest Service Centre.

More information on processing times can be found at www.nsw.gov.au/bdm/processing-times

Email address: