

# DHHS applying for a birth certificate

## For a child in the care of the Department of Health and Human Services (DHHS)

### Information for DHHS staff

Department of Health and Human Services (DHHS) staff can apply for a birth certificate on behalf of a child if DHHS has parental responsibility and/or legal guardianship.

The Victorian Registry of Births, Deaths and Marriages (the Registry) will assist DHHS staff to manage these applications.

### Having a birth certificate supports social participation

Having a birth certificate underpins a person's ability to demonstrate their identity and access services and opportunities that most people take for granted.

Not holding a birth certificate negatively impacts a person's social participation. Without a birth certificate it can be difficult or impossible to access education and training, obtain a tax file number, passport, learner driver permit and, access government payments and services.

### Documentation required to support the application

Applications for a birth certificate for a child where DHHS is the legal guardian must contain:

- A current Registry application form for a birth certificate completed by DHHS.
- A copy of an order from a court establishing that DHHS is the legal guardian for the child. An extract of the order is sufficient. The order must be current and expiry date or Mention date noted.. The 'Mention Date' extends the order to that hearing date.
- A covering letter of authority from a delegate of the DHHS Secretary on DHHS letterhead requesting the certificate and stating the child requires a birth certificate. The covering letter should state the date the order was made; the order expiry date; and the date the matter returns to court, known as the 'Mention Date'
- Proof of identity (POI) for the DHHS staff member (a photocopy of their DHHS staff identification card is sufficient).
- Appropriate payment details or cheque for the certificate fee.

## Relevant court orders

The following court orders allow DHHS to apply for a birth certificate for a child in its care:

- Interim accommodation order.
- Family reunification order.
- Care by Secretary order.
- Long term care order.
- Therapeutic treatment placement order.

## When the birth is not registered

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

If a birth certificate application is received for which no birth registration exists, the Registry will contact DHHS advising a Birth Registration Statement (BRS) needs to be completed.

Children aged 16 years or over can complete the BRS themselves. For children under 16 years of age, DHHS should complete this and submit it to the Registry.

Checking that the application form is completed correctly (including payment details for any application applied for) and ensuring the DHHS staff member's POI to support the application is sufficient will minimise any potential processing delays.

If there are any issues with the application, the Registry will inform DHHS of any further action required.

## 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](http://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](mailto: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.