

# Request for New Zealand Birth Certificate or Printout

Please note that you may be able to order your certificate and/or printout by ☎ Freephone 0800 22 77 77 (+64 4 474 8101 if outside New Zealand)



### Part A My Details

Surname  First names

Surname at birth (if different from above)  First names at birth (if different from above)

Place of birth (town or city) including country if not New Zealand  Date of birth

Phone number (daytime) ☎  Email address ✉

### Part B Delivery Address

Delivery name (if different from above)

Flat number (if applicable)  Street number  Street

Suburb or rural locality

City, town or district  Postcode

Country (if not New Zealand)

If a standard certificate is ordered, the delivery name and address will appear on the back

**The following two Declarations must be completed** unless you are requesting a certificate/printout

- of a birth that occurred more than 100 years ago, or
- of a still-birth that occurred more than 50 years ago

### Part C Declarations

**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 a source document, or to provide any means of identification knowing that it is false or is suspected to be forged or falsified.

#### 1. My declaration (the person ordering the certificate/printout must complete)

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

Signature  Date signed

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

Your details or the company name will be entered in the Access Register. For information about the Access Register visit [www.bdm.govt.nz](http://www.bdm.govt.nz)

#### 2. Referee's declaration (any other person 16 years of age or older must complete)

**I am 16 years of age or older and have known the orderer for at least 6 months or have seen a government issued photo identification of the orderer and I am satisfied the information about the orderer's identity stated in this form is true and correct**

Signature of referee  Date signed

Full name of referee  Phone number of referee ☎

Contact address of referee



Definitions:

**A certificate is** an official document containing registered information.**A printout is** a copy of the information from the registration and is not a legal document. Printouts are usually used for genealogical information purposes. A printout is either typed or a copy of the handwritten entry. Whether a typed or copy of the handwritten entry is issued depends on the record - *this is not an option.***Part D The birth certificate/printout I want** (\* Mandatory)

Surname*		First names*	
<input type="text"/>		<input type="text"/>	
Place of birth* (town or city) including country if not New Zealand		Date of birth*	
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Parents details			
Mother's surname		Mother's first names	
<input type="text"/>		<input type="text"/>	
Mother's surname at birth, if different from above		Mother's first names at birth, if different from above	
<input type="text"/>		<input type="text"/>	
Father's surname		Father's first names	
<input type="text"/>		<input type="text"/>	
Father's surname at birth, if different from above		Father's first names at birth, if different from above	
<input type="text"/>		<input type="text"/>	
Other information (e.g. folio number) <input type="text"/>			

**Part E How many certificates/printouts and Payment details****Certificates**

A certificate is an official document containing registered information

Standard & Forest	Standard & Beach	Standard	Forest	Beach
\$39.80 per set	\$39.80 per set	\$26.50 each	\$26.50 each	\$26.50 each
Quantity	Quantity	Quantity	Quantity	Quantity

**Printouts**

A printout is either typed or a copy of the handwritten entry



1874 and before	\$26.50 each	Quantity
1875 and after	\$20.40 each	<input type="text"/>

 **Courier fee (optional)** add \$5.00 New Zealand only  
If you wish to courier to an overseas address contact us for details
Total amount to pay \$ 

- 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
- Charge my credit/debit card:
- VISA  Mastercard  Amex  Prezy Card

Card number Expiry date Cardholder's name Cardholder's signature **DO NOT POST CASH**

If paying in person at an Identity Services Office we also accept EFTPOS and cash payments

If the record cannot be found we will contact you and search fees will apply

Post with fee to:

**Certificate Team**  
Births, Deaths and Marriages  
PO Box 10526  
Wellington 6143  
New Zealand

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

**Remember to include payment when posting**

Office Use Only

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