

# Request for New Zealand birth certificate or copy of record

## He tono mō tētahi tiwhikete whānautanga o Aotearoa, tānga rānei



Internal Affairs  
Te Tari Taiwhenua

BDM93B

The easiest way to order a birth certificate is online at [govt.nz/bdm](https://govt.nz/bdm).

### Before you apply

#### Is the birth registered in New Zealand?

If the birth is registered overseas you need to order your certificate from that country.

#### Are you ordering this certificate for your new baby?

If you have not yet registered the birth of your baby, you can register the birth and apply for a birth certificate at the same time at [smartstart.services.govt.nz](https://smartstart.services.govt.nz).

If you have already registered the birth, you can order a birth certificate at any time at [govt.nz/bdm](https://govt.nz/bdm).

#### Do you want to use the certificate outside New Zealand?

When you need to use a New Zealand certificate in another country, you might be asked to get the document apostilled or authenticated. Apostilles and authentications are certificates that prove the signature, stamp or seal on a document is genuine.

If you want to use the certificate overseas, go to [govt.nz/authentications](https://govt.nz/authentications) to find out more information.

#### Do you need a certificate or a copy of the record?

You can order a certificate or a copy of the record. A certificate is a legal official document. A copy of the record contains more information than a certificate and is usually used for research purposes.

#### Are you researching family history?

If you want to order a certificate or a copy of the record for a historical birth, you can do this at [bdmhistoricalrecords.dia.govt.nz](https://bdmhistoricalrecords.dia.govt.nz).

A historical birth is:

- the birth (excluding a stillbirth) of:
  - a deceased person who died 50 years ago or more, or
  - a deceased person who was born 80 years ago or more, or
  - a living person who was born 100 years ago or more
- a stillbirth that occurred 50 years ago or more.

## **Are you adopted and want your original birth certificate?**

If you are adopted and you were born or adopted in New Zealand, once you turn 20 years old you can request your original (pre-adoptive) birth certificate. To do this, you need to complete a different form ([BDM451 Request for pre-adoptive New Zealand birth certificate](#)).

For more information, go to [govt.nz/adoption-information](http://govt.nz/adoption-information).

## **Fees and entitlements statement**

All fees and entitlements are correct as at the form version date. All fees are in New Zealand dollars.

## **Timeframe**

To view our current timeframes, go to [govt.nz/bdmtimeframes](http://govt.nz/bdmtimeframes).

If you have ordered a certificate, it will be sent by post or courier. Allow extra time for postage.

## **If you want to order by post or courier**

Complete this form by hand or on-screen using Adobe Acrobat Reader. Print and sign the form by hand.

Send the completed form and any required documents to us. Our address is on the last page of this form.

## **Contact details**

Website: [govt.nz/bdm/contactus](http://govt.nz/bdm/contactus)

Email: [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz)

Only use email for queries about the form. Do not email the completed form to us.

## **Privacy statement**

The information collected in your application may be used in statistical analysis and reporting for service improvement and business management purposes. Personal information will only be used where necessary for those purposes.

Data is stored, accessed and retained in accordance with our Privacy Policy, Information Management Policy, and the DIA Code of Conduct which incorporates our ICT and security policies, and in compliance with the Privacy Act 2020 and the Public Records Act 2005.

# Request for New Zealand birth certificate or copy of record


## He tono mō tētahi tiwhikete whānautanga o Aotearoa, tānga rānei



Internal Affairs  
Te Tari Taiwhenua

BDM93B

How to answer this form:

- You can complete this form by hand or on-screen using Adobe Acrobat Reader.
- You can use the Tab key to move to the next fillable form field in Adobe Acrobat Reader.
- You must still print off the application and sign by hand.
- When you see this icon  it means you need to take extra care with your answers.

### Section 1: Your details and declaration

This section is about you — the person who is ordering the certificate.

You need to provide some basic information about yourself. This is so we know who is requesting the record. Your name will then be recorded in the access register.

#### 1. Your name

First and middle names

Surname or family names

If the certificate you are ordering is for a historical birth (see page 1), you do not need to fill in the rest of this section. Go to 'Section 3: Birth certificate details' on page 8.

If the certificate is not for a historical birth, continue below and complete this section.

#### 2. Your name at birth (if different)

First and middle names at birth

Surname or family names at birth

### 3. Your birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

### 4. Sign and date

I declare that the information I have given in this application is true and correct. I understand that any person who makes a false statement will be liable on conviction to a fine or imprisonment, or both. I understand the information on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 2021. As part of processing my request, I understand that my identification details will be checked against other records held by the Department of Internal Affairs or other government agencies, as authorised by law. I understand that my name will be recorded on the access register for any non-historical certificates that I order.

Signature

Date signed (dd/mm/yyyy)

Continue to next page of this form.

## Section 2: Proof of identity

This section is about you — the person who is ordering the certificate.

We check your details in this form against another identity record.

If you are ordering the certificate on behalf of another person, you will also need to provide their details on page 6 to page 7.

If the certificate you are ordering is for a historical birth (see page 1), you do not need to fill in this section. Go to 'Section 3: Birth certificate details' on page 8.

### 5. Choose one of the following to confirm your identity

(Tick one)

- ☐ I was born in New Zealand
- ☐ I am ordering my child's birth certificate
- ☐ I am ordering my own birth certificate
- ☐ I was married or entered into a civil union in New Zealand (provide details below):

Date of marriage or civil union (dd/mm/yyyy)

Town or city of marriage or civil union

- ☐ My child was born in New Zealand (provide details below):

Child's date of birth (dd/mm/yyyy)

Child's full name

- ☐ I am including a copy of one of the following identity documents:
  - Passport (New Zealand or overseas)
  - Driver licence (New Zealand or overseas)
  - Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
  - New Zealand firearms or dealer's licence
  - New Zealand refugee travel document
  - New Zealand emergency travel document
  - New Zealand certificate of identity (issued by Immigration New Zealand)
  - New Zealand certificate of identity (issued under the Passport Act 1992)
  - Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

**6. Are you ordering this certificate or copy of record on behalf of another person or a company?**

(Tick one)

- ☐ No ► Go to 'Section 3: Birth certificate details' on page 8.
- ☐ Yes, I am acting on behalf of a company ► Include a signed request on company letterhead, then go to 'Section 3: Birth certificate details' on page 8.
- ☐ Yes, I am acting on behalf of another person ► Continue to the next question.

**7. I am acting on behalf of someone else because: (tick one)**

- ☐ I have written authority
- ☐ I have power of attorney
- ☐ I am the executor, administrator, or trustee of a deceased person's estate.

Attach a copy of the document that gives you authority to act of behalf of the other person.

**8. Details of the person you are acting on behalf of**

**8a. Person's name**

First and middle names

Surname or family names

**8b. Person's birth details**

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

**9. Choose one of the following to confirm the identity of the person you are acting on behalf of**

(Tick one)

- ☐ They were born in New Zealand
- ☐ They were married or entered into a civil union in New Zealand (provide details below):

**Date of marriage or civil union (dd/mm/yyyy)**

**Town or city of marriage or civil union**

- ☐ Their child was born in New Zealand (provide details below):

**Child's date of birth (dd/mm/yyyy)**

**Child's full name**

- ☐ I am including a copy of one of the following identity documents:

- Passport (New Zealand or overseas)
- Driver licence (New Zealand or overseas)
- Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
- New Zealand firearms or dealer's licence
- New Zealand refugee travel document
- New Zealand emergency travel document
- New Zealand certificate of identity (issued by Immigration New Zealand)
- New Zealand certificate of identity (issued under the Passport Act 1992)
- Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

### Section 3: Birth certificate details

This section is about the person whose birth certificate you are requesting.

The information you provide will help us to find the birth record.



#### 10. Name on certificate (required)

First and middle names (at the time of birth)

Surname or family names (at the time of birth)



#### 11. Date of birth (required)

Date of birth (dd/mm/yyyy)

#### 12. Place of birth (if known)

Town or city of birth

#### 13. Parents' names (optional)

Providing this information may help us to find the birth record.

Parent 1's full name

Parent 2's full name

#### 14. Other information (optional)

Providing more information may help us to find the birth record.


Other information (for example, folio number)




Section 4: Fees and delivery

15. Type and quantity


There are several types and packages of birth certificates that you can select from.




Standard




Forest



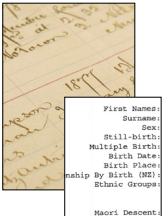
Beach



Package:  
forest + standard



Package:  
beach + standard



Copy of  
the record

Enter quantity:

<input type="text"/>	Standard birth certificate The certificate will be sent folded with the delivery address printed on the back.	\$33
<input type="text"/>	Forest style decorative certificate	\$35
<input type="text"/>	Beach style decorative certificate	\$35
<input type="text"/>	Two certificate package: forest style decorative and one standard	\$55
<input type="text"/>	Two certificate package: beach style decorative and one standard	\$55
<input type="text"/>	Copy of the record This is a copy of the birth record usually used for genealogical research and is not a legal document. It may be typed or handwritten.	\$25

If the record cannot be found, we will contact you for more information to try to locate it.  
If the record still cannot be found, a search fee of \$25 will apply and this is non-refundable from fees already paid.

## 16. Delivery

### Select a delivery method:

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | I want the certificate(s) sent by standard post                                    | \$0  |
| <input type="checkbox"/> | I want the certificate(s) or copy of the record couriered to a New Zealand address | \$5  |
| <input type="checkbox"/> | I want the certificate(s) or copy of the record couriered to an overseas address   | \$15 to \$30                                   |
|                          | Australia, Asia, Pacific: \$15   | Rest of world includes:                        |
|                          | USA: \$20  | Azerbaijan, Armenia, Bulgaria, Bosnia and      |
|                          | UK, Europe (unless listed here): \$25  | Herzegovina, Cyprus, Croatia, Greece, Georgia, |
|                          | Rest of world: \$30  | Macedonia, Malta, Moldova                      |
| <input type="checkbox"/> | I am ordering a copy of the record and want it emailed                             | \$0  |
| <input type="checkbox"/> | I am ordering a copy of the record and want it sent by standard post               | \$0  |

### Enter delivery details:

Delivery name

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

Contact phone number

Email address

Complete payment details on last page of this form.

## 17. Payment

Do not post cash or card. Do not email credit card details.

Charge my credit or debit card (Visa, MasterCard, American Express, Prezzy Card):

Card number

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Card expiry date

--	--	--	--	--	--	--	--	--	--

Name on card

Cardholder's signature

## Next steps

Print and sign the form.

Send the form and any required documents to us.

### Postal address

Certificate Team  
Births, Deaths and Marriages  
PO Box 10526  
Wellington 6140  
New Zealand

### Courier address

Certificate Team  
Births, Deaths and Marriages  
Department of Internal Affairs  
Level 2  
7 Waterloo Quay  
Wellington 6011  
New Zealand