

Births, Deaths & Marriages Online

Organisation Application

This application form is for businesses and organisations (e.g. sole traders, partnerships, companies, trading trusts and government agencies) who wish to purchase non-historic birth, death, marriage, civil union and name change certificates and printouts via Births, Deaths & Marriages Online.

Note: If you purchase birth, death, marriage, civil union and name change certificates and printouts for your own personal use that there is a different application process – refer www.bdmonline.dia.govt.nz

Application process:

1. Each person who will be using the website must follow the steps in the attached user guide to create an igovt username and password.
2. A person must be assigned as the organisations Administrator and their details must be included in this application. The Administrator is responsible for adding and removing all the other users to the organisation.
3. If the organisation is a debtor of the Department of Internal Affairs, include its 5-digit customer number in this application form. Organisations that are not debtors pay for certificates and printouts by Visa or Mastercard credit/debit card.
4. This form must be signed by an individual authorised to agree to these terms and conditions on behalf of the organisation (refer Appendix A. Terms and Conditions).
5. If the organisation is neither a company nor a government agency then the person signing this application must complete an Evidence of Identity Declaration (BDM130) form.
6. Attach any other documents required by this application – refer application.
7. Post the fully completed and signed application to:
Births, Deaths and Marriages
The Department of Internal Affairs
PO Box 10 526
Wellington 6143
Attn: Vaughan Millar
8. We will process your application within 10 working days on receiving a correct and complete application. The information you provide is protected in accordance with the Official Information Act 1982.
9. We will contact the person named as the Administrator once your application has been processed.

If you have any questions:

Freephone 0800 22 52 52 and press '73' to be fast tracked to our Helpdesk.
Alternatively, you may email onlinesupport@dia.govt.nz

Organisations name

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Organisation type (circle one)

Sole trader	
Partnership	
Company	
Trading Trust	
Government agency	
Other... describe here →	

Organisation address

Physical address

Street	
Suburb	
Town/City and Postcode	
Country	

Postal address

PO Box	
Suburb	
Town/City and Postcode	
Country	

Evidence that must be provided with this application

Sole trader	Signed letter describing the nature of your business and how long you have been trading, along with some form of photocopied evidence from a third party that you are a sole trader (e.g. a lawyer).
Partnership	Signed letter on letterhead describing the entity, its structure and how long it has been trading, along with some form of photocopied evidence from a third party of the partnership (e.g. a lawyer).
Company	Photocopied Certificate of Incorporation.
Trading trust	Signed letter on letterhead describing the entity, its structure and how long it has been trading, along with some form of photocopied evidence from a third party of the trading trust (e.g. a lawyer).
Government agency	Signed letter on government agency letterhead.
Other	Signed letter on letterhead describing the entity, its structure and how long it has been trading, along with some form of photocopied evidence from a third party (e.g. a lawyer).

Administrator

The Administrator will be provided with administration level access to Births, Deaths & Marriages Online. The Administrator is responsible for associating (adding) and dissociating (removing) all the other users within your organisation.

Refer to the user guide for information about **how to create your own Registration ID**. In summary:

1. Go to www.identityservices.govt.nz
2. Select 'New users register here' from the right navigation bar.
3. Complete the appropriate fields ensuring the mandatory fields are completed.
4. Your "Registration ID" is the last field on the page and is a self selected unique ID and must be no more than 20 characters long, including spaces.

Title	Mr/ Mrs / Miss / Ms / Other
First names	
Surname	
Email address	
Phone number	()
Fax number	()
Registration ID	

Debtor number

If the organisation is a debtor of the Department of Internal Affairs, include your customer number. You may find the "Customer Number" in the top right-hand corner of the last Tax Invoice we sent you.

5-digit customer number					
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Note: The Department of Internal Affairs is a cash up-front business. Becoming a debtor of the Department of Internal Affairs is a concession to [1] reliable, [2] ongoing and [3] high volume (i.e. more than 60 orders per annum) customers that [4] pose no credit risk. If you wish to apply to become a debtor, include a letter with this form specifically addressing each of the four criteria. A government agency may become a debtor on request.

Signature

1. On behalf of this organisation, I agree that the organisation will be bound by the Terms and Conditions in Appendix A of this application.
2. If the organisation is neither a company nor a government agency, I have fully completed a General Identity Declaration (BDM130) form on the following page.

Signature	
Full name	
Job title/Position	
Date	

Post application, BDM130 (if required) and additional documents

Births, Deaths and Marriages
The Department of Internal Affairs
PO Box 10 526
Wellington 6143

Attn: Vaughan Millar

Office Use Only - Approval

Signature		Date	
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If neither a company nor a government agency then the person signing this application must complete an Evidence of Identity Declaration (BDM130) form:

BDM130

General Identity Declaration

INTERNAL AFFAIRS

Te Tari Taiwhenua

Reference number

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.

Instructions

If you have any questions or you are unsure about how to complete this form please contact us ☎:

- Within New Zealand Freephone 0800 22 77 77
- Outside New Zealand phone +64 4 474 8101

1. The applicant must fully complete both Parts A and B
2. Part C must be completed by any other person 16 years of age or older

Part A My Details (as the applicant)

Current name

Surname

First names

Name at birth (if different from above)

Surname at birth (if different from above)

First names at birth (if different from above)

Place and Date of birth

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

Date of birth

D	D	M	M	Y	Y	Y	Y
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Part B My declaration (the applicant must complete)

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

Signature

Date signed

D	D	M	M	Y	Y	Y	Y
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If applying on behalf of a company state their name below and include an original signed request on letterhead

Your details or the company name may be entered in the Access Register. For information about the Access Register visit www.bdm.govt.nz

Part C 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 applicant for at least 6 months or have seen a government issued photo identification of the applicant and I am satisfied the information about the applicant's identity stated in this form is true and correct

Signature of referee

Date signed

D	D	M	M	Y	Y	Y	Y
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Full name of referee

Phone number of referee ☎

Contact address of referee 📧

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.

APPENDIX A. TERMS AND CONDITIONS

These Terms and Conditions apply to all online purchases of Products by a "User" from Her Majesty the Queen, in right of New Zealand, acting by and through the New Zealand Registrar-General of Births, Deaths, and Marriages and the Department of Internal Affairs ("BDM").

Paragraphs 1 to 12 apply to the purchase of Non-Historical and Historical Products. Additional terms and conditions specific to Non-Historical Products are contained in paragraphs 13 and 14.

Definitions

"Historical" - means:

- Births (excluding still births) that occurred 100 years ago or more.
- Stillbirths that occurred 50 years ago or more.
- Marriages and eventually civil unions that occurred 80 years ago or more.
- Deaths that occurred 50 years ago or more, or if 80 years or more has passed since the birth of the deceased person.

"Non-Historical" – means:

- Births (excluding stillbirths) that occurred less than 100 years ago.
- Stillbirths that occurred less than 50 years ago.
- Marriages and civil unions that occurred less than 80 years ago.
- Deaths that occurred less than 50 years ago, or if less than 80 years has passed since the deceased's date of birth.
- All name changes for persons born overseas registered on or after 25 January 2009.

"Organisation" – any entity approved by the Registrar-General under paragraph 14.

"Product" – a birth, death, marriage, civil union, or name change certificate or printout.

1. Terms

1.1 By purchasing any Product from BDM through this website, Users are agreeing to be bound by these Terms and Conditions.

1.2 Nothing in these Terms and Conditions affects a User's statutory rights as a consumer under New Zealand Law.

2. Disclaimer

2.1 Whilst BDM makes every effort to maintain the accuracy of the information on this website, it makes no warranty or representation, express or implied, about accuracy, completeness or appropriateness for a particular purpose, and takes no responsibility for any incorrect information contained on the website.

2.2 This disclaimer applies in addition to the standard Department of Internal Affairs disclaimer set out at http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Legal-Disclaimer-Index

3. Payments

3.1 All payments are subject to the following conditions:

- All prices are shown in New Zealand dollars.
- All prices are inclusive of New Zealand Goods and Services Tax (GST). The GST amount will be shown separately to the product price on the GST receipt produced by BDM.
- All prices are inclusive of postage and handling costs.

3.2 BDM cannot accept liability if payment is refused or declined by the credit card supplier due to the User quoting incorrect card details or for any other reason.

3.3 Once a User's payment has been received by BDM the User will be sent confirmation of this by receipt. In the case of credit card payments, orders will not be processed until payment is received by BDM.

3.4 Credit card payment transactions will take place within a secure payment system provided by Payment Express. Payment Express is solely responsible for this transaction. For the Payment Express privacy/security policy, please go to:

http://www.paymentexpress.com/about/about_paymentexpress/privacy_policy.html

4. Delivery

- 4.1 It will take up to 8 working days for orders to be processed. Postage time is additional to the processing time.
- 4.2 Postage will be by New Zealand standard post for addresses within New Zealand. Users may request courier delivery within New Zealand for an additional charge. Postage to addresses outside New Zealand will be by Air Mail.

5. Refunds and charges

- 5.1 All refunds will be at the sole discretion of BDM. No refund will be given if the amount due is less than \$5.
- 5.2 If a User orders a Product but the record cannot be found, or if the User is not entitled to access the record by law (excluding non-disclosure directions), the User will be notified and the regulated search fee will be charged.
- 5.3 If a record exists but no Product can be issued to the User because a non-disclosure direction is in force the User will be notified and a full refund will be issued.
- 5.4 Where BDM has posted an incorrect price on the website, BDM may cancel an order and refund the amount paid. The User may then resubmit an order for the Product at the correct price.

6. Data Privacy Policy

- 6.1 When a User orders a Non-Historical birth, marriage, civil union, or name change Product, details of the request will be entered into the Access Register as required by s75D of the Births, Deaths, Marriages, and Relationships Registration Act 1995.
- 6.2 Unless required otherwise by law, BDM will treat all User details provided in ordering products from this website in confidence, and will only use such details as is necessary for processing a User's order, and for monitoring use of the website for any purpose including statistical analysis or service improvement.

7. Indemnity

- 7.1 Users agree to indemnify BDM against all claims, damages and expenses arising out of any breach by them of these Terms and Conditions.

8. BDM's Rights

- 8.1 BDM reserves the right to:
- Modify, suspend or withdraw all or any part of this website without notice;
 - Change any of these Terms and Conditions without notice (any continued use of the website following any changes shall be deemed to be acceptance of the changes);
 - Refuse a transaction or service at any time and for any reason.
- 8.2 In any of the above circumstances, BDM will not be liable to Users or to any third party for any loss or damage whatsoever.

9. BDM's Liability

- 9.1 BDM will not be liable in contract, tort (including negligence), or otherwise, for any economic losses, loss of goodwill or reputation, or other direct or indirect losses incurred by Users or any third party arising out of or in connection with the Terms and Conditions and the use of this website.
- 9.2 BDM will not be held responsible for any delay or failure to comply with its obligations under the Terms and Conditions if the delay or failure arises from any cause which is beyond its reasonable control.

10. Law

- 10.1 The operation of these Terms and Conditions will be interpreted in accordance with, and governed by, the law of New Zealand, and is under the jurisdiction of the New Zealand Courts.
- 10.2 BDM reserves the right to take legal action against those Users committing or attempting to commit fraud using the information available on this website, or in any other way attempting to use the information in a manner which contravenes any enactment, law, or these Terms and Conditions.

11. Complaints and Disputes

- 11.1 Should Users have a complaint about the website, please contact BDM by e-mail, phone or in writing (see Contact Information below).
- 11.2 Complaints will be considered in the context of BDM's complaints policy. For further information on this policy, please click on the following link: [Complaints Policy – What Happens Next](#)

12. Contact Information

12.1 Any further information regarding BDM's Terms and Conditions can be obtained by contacting the BDM Customer Service Centre as follows:

- Telephone: Freephone 0800 22 52 52 (New Zealand only)
+64 (4) 474 8150 (outside New Zealand)
- Email: onlinesupport@dia.govt.nz
- Address: Births, Deaths and Marriages
PO Box 10-526
Wellington 6143
New Zealand.

Additional terms and conditions specific to Non-Historical Products

13. Use of Website – Organisations

13.1 To be able to purchase a Non-Historical Product on this website an Organisation must be approved by the Registrar-General. An Organisation must apply in writing on the form provided by BDM, and approval is at the discretion of the Registrar-General.

13.2 An Organisation must designate an individual to be the Organisation's Administrator.

13.3 The Administrator will manage the Organisation's use of the website, and be able to associate further individuals to the Organisation so that those individuals can purchase Products on behalf of the Organisation.

13.4 The Organisation must only associate individuals authorised to order products on behalf of the Organisation.

13.5 The Organisation must associate the unique RealMe Login for every individual authorised to order Products for the Organisation that has been created by that person. That login may not be used by any other individual to access this website. Every individual associated to an Organisation must enter his or her name into the Identity Services online registration page.

13.6 The Organisation must disassociate an individual from the Organisation as soon as the person is no longer authorised to purchase Products for the Organisation.

13.7 The Organisation is liable and responsible for all use made of both the Administrator logon and associated igovt logons and must take all necessary steps to maintain the security of these logons.

13.8 BDM is entitled to rely on the authenticity of the Administrator logon or associated igovt logons. Where the correct logon has been entered BDM may act on any instructions given without further enquiry.

13.9 For an Organisation to pay other than by credit card the Organisation must be approved as a debtor of the Department of Internal Affairs, or request BDM to establish an invoicing arrangement for the Organisation. Non-government agencies must obtain the approval of the Registrar-General to pay using invoices.

13.10 BDM may disable an Organisation from using this website if the Registrar-General considers that doing so is necessary to maintain the security of this website or any information accessed using this website, or if these terms and conditions are breached.

Last updated 18 March 2011