

# Request for New Zealand Birth Certificate or Printout

INTERNAL AFFAIRS

Te Tari Taiwhenua

You may be able to order your certificate and/or printout by phoning us  
☎ Freephone 0800 22 77 77 (+64 4 463 9362 if outside New Zealand)

Do NOT use this form if your baby has not already been registered. If you have not registered your baby go to [www.bdm.govt.nz/birth-registration](http://www.bdm.govt.nz/birth-registration) where you will also be able to order a certificate.

## Step 1

### The birth certificate/printout I want (Fields with \* must be completed)

Surname*	First names*		
<input type="text"/>	<input type="text"/>		
Place of birth (town or city)	Date of birth*		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 1 full name	Parent 2 full name		
<input type="text"/>	<input type="text"/>		
Parent 1 full name at birth, if different from above	Parent 2 full name at birth, if different from above		
<input type="text"/>	<input type="text"/>		
Other information (e.g. folio number)	<input type="text"/>		

## Step 2

### Delivery Address

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

If ordering certificates and printouts: the certificate will be posted to you and the printout will be emailed

Delivery name		
<input type="text"/>		
Flat number (if applicable)	Street number	Street
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb or rural locality		
<input type="text"/>		
City, town or district	Postcode	
<input type="text"/>	<input type="text"/>	
Country (if not New Zealand)		
<input type="text"/>		

Your daytime phone number ☎

Your email address  (If ordering a Printout we will email it to you)





**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.

**Steps 4 and 5 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 (this means the baby was not alive at birth) that occurred more than 50 years ago

## Step 4

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

#### 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

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**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
---	---	---	---	---	---	---	---

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)

## Step 5

### Referee's declaration (must be completed by another person who is 16 years of age or older)

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

Signature of referee

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name of referee

Phone number of referee

Contact address of referee

## Step 6

**Before posting** make sure Step 5 is completed by any other person 16 years of age or older (even if you are ordering your own or a family members certificate)

Post with fee to:  
**Certificate Team**  
**Births, Deaths, Marriages and Citizenship**  
**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, Marriages and Citizenship or other government agencies, as authorised by law.