



## He tono mō tētahi Tiwhikete Whānautanga o Aotearoa, Tānga rānei Request for New Zealand Birth Certificate or Printout

Do NOT use this form if your baby has not already been registered. If you have not registered your baby go to [smartstart.services.govt.nz](https://smartstart.services.govt.nz) 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"/> <input type="text"/> <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

<b>Delivery Address</b>		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
<input type="text"/>
Your email address  (If ordering a Printout we will email it to you)
<input type="text"/>

# Step 3

## Certificates

A certificate is an official document containing registered information.

For a limited time only  
**'All Blacks' NZ birth certificate**

Standard & Forest	Standard & Beach	Standard	Forest	Beach
\$55.00	\$55.00	\$33.00	\$35.00	\$35.00
per set	per set	each	each	each
Quantity	Quantity	Quantity	Quantity	Quantity



Standard & All Blacks	All Blacks
\$55.00	\$35.00
per set	each
Quantity	Quantity

## Printouts

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.*

	\$25.00 each Quantity
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### Courier fee (optional):

- To a New Zealand address add \$5.00
- To an overseas address contact us for details

Courier fee	\$
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If you intend to use the certificate overseas refer to [www.govt.nz/authentications](http://www.govt.nz/authentications)

## Payment details

DO NOT POST CASH

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 (*Do not post your card*):

VISA    Mastercard    Amex    Prezzy Card

Card number

Expiry date

Cardholder's name

Cardholder's signature

- If paying in person at our Auckland, Manukau, Wellington or Christchurch office we also accept EFTPOS and cash payments.
- If the record cannot be found we will contact you and search fees will apply.



**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 I complete

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

### My Details

Surname	First names
<input type="text"/>	<input type="text"/>
Surname at birth (if different from above)	First names at birth (if different from above)
<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Signature	Date signed
<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"/>

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.govt.nz/bdm](http://www.govt.nz/bdm)

## Step 5 Someone else completes

**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
<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"/>
Full name of referee	Phone number of referee
<input type="text"/>	<input type="text"/>

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 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, Marriages and Citizenship or other government agencies, as authorised by law.