



# Request to search access register

## Notes

### Access register

The access register records who has applied to access birth, marriage, civil union, and name change records **on or after 25 January 2009**. From 15 June 2023, death records are also included in the access register. Generally, every request for recent information is recorded in the access register.

You may obtain a report from the access register of access requests relating to:

- your own birth, marriage, civil union or name change records; or
- another person's birth, death, marriage, civil union or name change records, if you are the person's personal representative (see below).

The access register contains:

- the name of the applicant;
- the date the applicant made the request to access the records; and
- whether or not the request for access was granted.

If an individual applied on behalf of a company or organisation for access to the records, the organisation's name will appear in the access register as the applicant.

The access register does not include details of access granted to:

- public sector agencies for maintenance of the law purposes;
- authorised public sector agencies receiving information for information matching programmes;
- authorised researchers (demographic, historical, statistical or health);
- older historical information.

There is currently no fee to request a report from the access register.

### Personal representative

A "personal representative" means:

- a parent or guardian of a person, if that person has not attained the age of 18 years and has not earlier married nor entered into a civil union or de facto relationship; or
- a person who has been granted a power of attorney or has been given written authority by a person, if that person has attained the age of 18 years or has earlier married or entered into a civil union or de facto relationship; or
- if the person is deceased, the executor, administrator, or trustee of the deceased person's estate.

#### Documents the personal representative must provide (if applicable):

If the personal representative is a parent or guardian of the subject of the record and;

- the parent is named in the subject's birth information registered in New Zealand—state this in a signed letter.
- the parent is named in the subject's birth information registered outside New Zealand—provide a certified true copy of the child's birth certificate, which must name the parents (include a translation if not in English).
- was appointed as a Testamentary guardian by a deceased parent under section 26(2) of the Care of Children Act 2004 or section 7(2) of the Guardianship Act 1968—provide a certified true copy of the deed or will.
- is a Court appointed or approved guardian—provide a certified true copy of the Court appointment or approval.

If the personal representative has been granted a power of attorney or has been given written authority by the subject of the record, attach a certified true copy of the:

- power of attorney; or
- written authority.

### To contact us

- Visit our website [www.govt.nz/bdm](http://www.govt.nz/bdm)
- Freephone 0800 22 52 52 (New Zealand only). If overseas phone + 64 9 339 0852
- Email [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz)

### Post this completed and signed form, with attachments to:

Births, Deaths and Marriages  
P O Box 10-526  
Wellington 6140  
New Zealand



# Request to search access register

Please print clearly. Please initial any alterations. Tick boxes like this



## Applicant to complete and sign

### Applicant's full name

First or given names

First or given names

Surname or family name

Surname or family name

### Delivery name and address

Addressee

Flat number, street number and name

Suburb or rural locality

City or town

Postcode

Country (if not New Zealand)

### Entitlement

I am entitled to request this search of the access register because (tick one of the following):

I am the subject of birth, marriage, civil union and/or name change information, or

I am the personal representative of the person who is the subject of the birth, death, marriage, civil union and/or name change information—refer to notes.

### Attach documentation (as required)

A General Identity Declaration form (BDM130) **must** be fully completed, signed and attached to this form.

If you are the subject's personal representative you are required to provide additional documentation—refer to notes.

### Applicant's signature

[Signature box]

### Date

Day / Month / Year

Applicant's email address

Email address

Applicant's daytime mobile or phone number

( )

## Details of subject of access register search

I request a search of the access register on access to the following information registered in New Zealand

(tick as many boxes as applicable):  Birth  Death  Marriage  Civil union  Name change

Subject's full name

First or given names

Surname or family name

Subject's full name at birth (if different from above)

First or given names

Surname or family name

Subject's date of birth

Day / Month / Year

Subject's place of birth

City or town

Country (if not New Zealand)

If death—date of death

Day / Month / Year

Place of death

City or town

Country (if not New Zealand)

If marriage or civil union—date of marriage or civil union

Day / Month / Year

Place of marriage or civil union

City or town

Marriage or civil union partner's full name

First or given names

Surname or family name

### Privacy

The information on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 2021. As part of processing your request for a Births, Deaths and Marriages product or service, your identification details may be checked against other records held by Births, Deaths and Marriages or other government agencies, as authorised by law. Public sector agencies may search the Access Register for maintenance of the law purposes.

# General Identity Declaration



Te Tari Taiwhenua  
Internal Affairs

Reference number, if known

## Instructions

If you have any questions contact us ☎:

- Within New Zealand Freephone 0800 22 52 52
- Outside New Zealand phone +64 9 339 0852

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

## Warnings

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.

It is an offence to make any statement that is false for the purpose of the recording information under the Births, Deaths, Marriages, and Relationships Registration Act 2021.

## 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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Your daytime phone number (daytime) ☎

Your email address ✉

## 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 name, or if applicable, 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)

## 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 2021. As part of processing your request, your identification details will be checked against other records held by the Department of Internal Affairs or other government agencies, as authorised by law.