

Before you apply

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 'Personal representative' 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.

Contact details

Website: govt.nz/bdm/contactus

Email: 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 to search access register



Internal Affairs
Te Tari Taiwhenua

BDM133

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: Applicant information

1. Your full name

First and middle names

Surname or family names

2. Your address

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

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

- ☐ 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 guide notes.

4. I will attach the following documentation: (tick all that apply)

- ☐ A General identity declaration form (BDM130) must be fully completed, signed and attached to this form.
- ☐ If you are the person's personal representative you are required to provide additional documentation — refer to guide notes.

5. Sign and date

Signature

Date signed (dd/mm/yyyy)

6. Your contact details

Contact phone number

Email address

Section 2: Details of subject of access register search

7. I request a search of the access register for the following information registered in New Zealand: (tick all that apply)

- ☐ Birth ☐ Death ☐ Marriage ☐ Civil union ☐ Name change

8. Subject's name

First and middle names

Surname or family names

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

First and middle names at birth

Surname or family names at birth

10. Subject's birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth (if not New Zealand)

11. Subject's death details (if applicable)

Date of death (dd/mm/yyyy)

Town or city of death

Country of death (if not New Zealand)

12. Subject's marriage or civil union details (if applicable)

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

Town or city of marriage or civil union

12a. Marriage or civil union partner's name

First and middle names

Surname or family names

Next steps

Print and sign the form.

Send this form (BDM133), a completed General identity declaration form (BDM130) and any other required documents to us.

Postal address

Births, Deaths and Marriages

PO Box 10526

Wellington 6140

New Zealand