Deposit of overseas death certificate

BDM42

Internal Affairs
Te Tari Taiwhenua

Use this form to deposit the overseas death certificate of a New Zealand citizen, or a person who ordinarily resides in New Zealand, with Births, Deaths and Marriages.

Before you apply

Where a New Zealand citizen or a person who ordinarily resides in New Zealand dies outside of New Zealand, a death certificate issued outside New Zealand relating to the death can be deposited with Births, Deaths and Marriages.

Depositing an overseas death certificate

To deposit a death certificate issued outside New Zealand you must:

- Provide an original death certificate. The original death certificate will be retained by Births, Deaths and Marriages.
- Provide an English translation by an approved organisation if the certificate is not written in English. To find a translation service:
  - Contact the Department of Internal Affairs Translation Service — dia.govt.nz/translation-service
  - Check the New Zealand Yellow pages under Translation Services — yellow.co.nz
  - Contact an overseas New Zealand Consulate or High Commission office, which may be able to provide a list of translation services for their location — mfat.govt.nz/en/embassies
- Pay the regulated fee for the 'Deposit of overseas death certificate'. A further fee may be paid for a 'Statement of recorded information about an overseas death'.
- Post the form, certificate and any other required documents to us. Our address is on the last page of this form.

If you need to include further details not on the death certificate, include them on a separate sheet of paper. On this sheet, clearly indicate:

- the number of the question from the application form, and
- the additional information relating to that question.

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.

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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: Death certificate information

		(Tick the appropriate box)		
No.	**Death certificate information**	**On death certificate**	**Separate sheet**	**Not known**
1.	The person's full name	☐	☐	☐
2.	The person's full name at birth (if not the person's full name at death)	☐	☐	☐
3.	The date of the death	☐	☐	☐
4.	The place of the death	☐	☐	☐
5.	The person's usual residential address	☐	☐	☐
6.	The person's last known place of residence in New Zealand	☐	☐	☐
7.	The person's usual occupation, profession, or job	☐	☐	☐
8.	The person's sex	☐	☐	☐
9.	The person's date of birth	☐	☐	☐
10.	The person's age at death	☐	☐	☐
11.	Where the person was born	☐	☐	☐
12.	The person's nationality	☐	☐	☐
13.	How long the person had been in New Zealand	☐	☐	☐
14.	When the person was last resident in New Zealand	☐	☐	☐
15.	The full names of the person's parents	☐	☐	☐
16.	The person's parents' full names at birth, if these were different from their names at death	☐	☐	☐

No.	Death certificate information	On death certificate	Separate sheet	Not known
17.	Relationship status immediately before death (married; in a civil union; marriage or civil union dissolved; in a de facto relationship; spouse or partner deceased; separated from de facto partner; permanently separated from a marriage or civil union; never in a legal relationship)	☐	☐	☐
18.	In respect of each time (if any) that the person entered a marriage or civil union:			
	• the person's age at the time of the marriage or civil union	☐	☐	☐
	• the place of solemnisation of the marriage or civil union	☐	☐	☐
	• the marriage or civil union partner's full name at that time	☐	☐	☐
	• the sex of the partner, and	☐	☐	☐
	• age of the partner when the person died (if still living at that time)	☐	☐	☐
19.	In respect of each time (if any) that the person entered a de facto relationship:			
	• the partner's full name	☐	☐	☐
	• the sex of the partner, and	☐	☐	☐
	• age of the partner when the person died (if still living at that time).	☐	☐	☐
20.	The sex and ages of the person's children when the person died	☐	☐	☐
21.	The cause or causes of the person's death, and the interval between the onset of each cause and death (as stated on the medical records, if known)	☐	☐	☐
22.	The name of the doctor who certified the death	☐	☐	☐
23.	The date on which the person was last attended by the doctor who certified the death	☐	☐	☐
24.	The date on which the person's body was disposed of	☐	☐	☐
25.	The place where the person's body was disposed of	☐	☐	☐

Section 2: Informant details

1. Your full name

Full name

2. Your residential address and contact details

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

Contact phone number

Email address

3. Your relationship to deceased (if any) and length of time known

Relationship to deceased (if any)

Length of time known deceased (if applicable)

4. Sign and date

Signature

Date signed (dd/mm/yyyy)

Section 3: Fees and payment

5. Fees

☑	Deposit of overseas death certificate	$58
☐	Statement of recorded information about an overseas death (tick here to request)	$26

4. **Delivery** (if applicable)

Select a delivery method for the statement of recorded information:

Courier costs are subject to change due to inflationary and industry cost pressures. These costs also include a low-value goods levy (where applicable).

☐ I want the item sent by standard post	$0.00
☐ I want the item couriered to a New Zealand address	$7.00
☐ I want the item couriered to an overseas address	$26.00 to $68.00

Australia:	$26.00	Bulgaria, Bosnia-Herzegovina, Cyprus,	
Asia, Pacific:	$36.00	Croatia, Greece, Libya, Macedonia, Malta,	
United Kingdom:	$53.00	Pakistan, Switzerland, Serbia, Ukraine	$68.00
USA:	$50.00	Russia, Iran, Belarus, (delivery via	
Europe		MFAT post):	$64.00
(excluding countries listed):	$54.00	Rest of world:	$62.00

Enter delivery details:

This is the address the item will be sent to.

Delivery name

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

Contact phone number

Email address

Complete the payment section on the last page of the form.

6. Payment

Do not post cash or card. Do not email credit card details.

Charge my credit or debit card (Visa, MasterCard, American Express, Prezzy Card):

Card number

Card expiry date

		/		

Name on card

Cardholder's signature

Next steps

Print and sign the form.
Send the form, death certificate and any other required documents to us.

Postal address

Births, Deaths and Marriages
PO Box 10526
Wellington 6140
New Zealand

Courier address

Births, Deaths and Marriages
Department of Internal Affairs
Level 2
7 Waterloo Quay
Wellington 6011
New Zealand