



GIRUDALA COMMUNITY COOPERATIVE SOCIETY LTD

PO Box 987 Bowen QLD 4805

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Email: reception@girudala.com.au Web: www.girudala.com.au

[Guidelines for applying for an Aboriginal or Torres Strait Islander Confirmation of Heritage](#)

Note: if you and/or your family lineage is not known by a member of Girudala's Board of Directors, your application for confirmation may not be successful. In such cases, we recommend that you apply to the Indigenous community organisations in the area where your family are known and accepted as Indigenous.

[Why do I need to prove my Aboriginal/Torres Strait Islander heritage?](#)

Your Aboriginal or Torres Strait Islander heritage is something that is personal to you. You do not need a letter of confirmation to identify as an Indigenous person. However, you may be asked to provide proof or confirmation of your heritage when applying for Indigenous specific programs and services including health and wellbeing services, Indigenous identified employment opportunities, educational scholarships etc. These services and programs are intended to help address the inequalities Indigenous people face as a result of past and present government policies, inadequate health services and lack of educational and employment opportunities. Requiring confirmation of heritage is about honouring the intention and purpose of these programs and services and ensuring they are being accessed by, and are benefiting Aboriginal and Torres Strait Islander people and communities.

[Criteria for receiving a Girudala Confirmation of Indigenous Heritage letter:](#)

- Being of Aboriginal and/or Torres Strait Islander descent
- Identifying as an Aboriginal and/or Torres Strait Islander person and
- Being accepted by the community you live in, or which you formally lived in, as an Aboriginal and/or Torres Strait Islander person

[How can I meet these criteria?](#)

Knowing your family history is one of the keys to obtaining confirmation of your heritage. To establish that you are of Aboriginal and/or Torres Strait Islander descent, you must provide us with a Family Lineage Chart (as attached). You will need to gather as much information about your family history and heritage as possible to complete the chart. This can sometimes be challenging. We have provided some links and information to help guide you through the process.

Along with the Family Lineage Chart, we will require birth certificates (and sometimes marriage certificates) to establish your links to any Indigenous family members who are unknown to our Board of Directors—particularly those who no longer, or never have, lived in our region.

[What if I am under 18 years of age?](#)

If one, or both, of your parents have had their Indigenous heritage confirmed by Girudala previously, you are automatically eligible for confirmation once you provide your birth certificate identifying your parents by name. If a Indigenous Community Organisation in a different region has confirmed your parents heritage, we recommend that you apply to that organisation for your confirmation.

[Who determines my application?](#)

Applications, other than those submitted by persons under 18 years who are automatically eligible for confirmation, are considered by Girudala's Board of Directors at a formal Board of Directors meeting—held once a month.

[How long will it take to process my application?](#)

Issuing Confirmation of Indigenous Heritage letters is not the core business of Girudala and processing applications can take up to 8 weeks.

[What happens if my application is declined?](#)

Consideration and approval of Confirmations is at the discretion of Girudala's Board of Directors, who may decline an application for various reasons. In particular, Girudala cannot issue you with a Confirmation if you have not provided sufficient evidence that you meet the three criteria. If declined due to insufficient evidence, we will provide you with a brief explanation and opportunity to obtain the required details and re-apply.



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APPLICATION FOR CONFIRMATION OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER HERITAGE

Please read the information in our "Guidelines to applying for Aboriginal and/or Torres Strait Islander Confirmation before completing your application.

Full Name (including middle names): _____

Address: _____

DOB: _____

APPLICANTS 18 YEARS AND OVER

I am of (tick all that apply)

Aboriginal Torres Strait Islander heritage

Signature: _____

Date: _____

APPLICANTS UNDER 18 YEARS OLD—PARENT/GUARDIAN TO COMPLETE

I confirm my child is of (tick all that apply)

Aboriginal Torres Strait Islander heritage

Name of parent/guardian: _____

Signature: _____

Date: _____

SUPPORTING DOCUMENTS—please do not provide originals—copies should be in colour

I have attached the following documents to support my application

- Family Lineage Chart (required)
- Birth Certificate (required)
- Colour photo ID (required)
- Colour photo if no ID is available for under 18 year olds (required)
- Mother/father's birth certificate
- Grandparent(s) birth certificate
- Other—please specify

I consent to Girudala retaining these documents for future reference. I understand Girudala may contact me for further documents if required.

Signature: _____

Date: _____

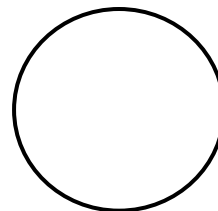
OFFICE USE ONLY

It is hereby confirmed that the above-named applicant has provided sufficient evidence for a Confirmation of Indigenous Heritage.

Resolution No:

Date:

Common Seal



Name/Director: _____

Name/Director: _____

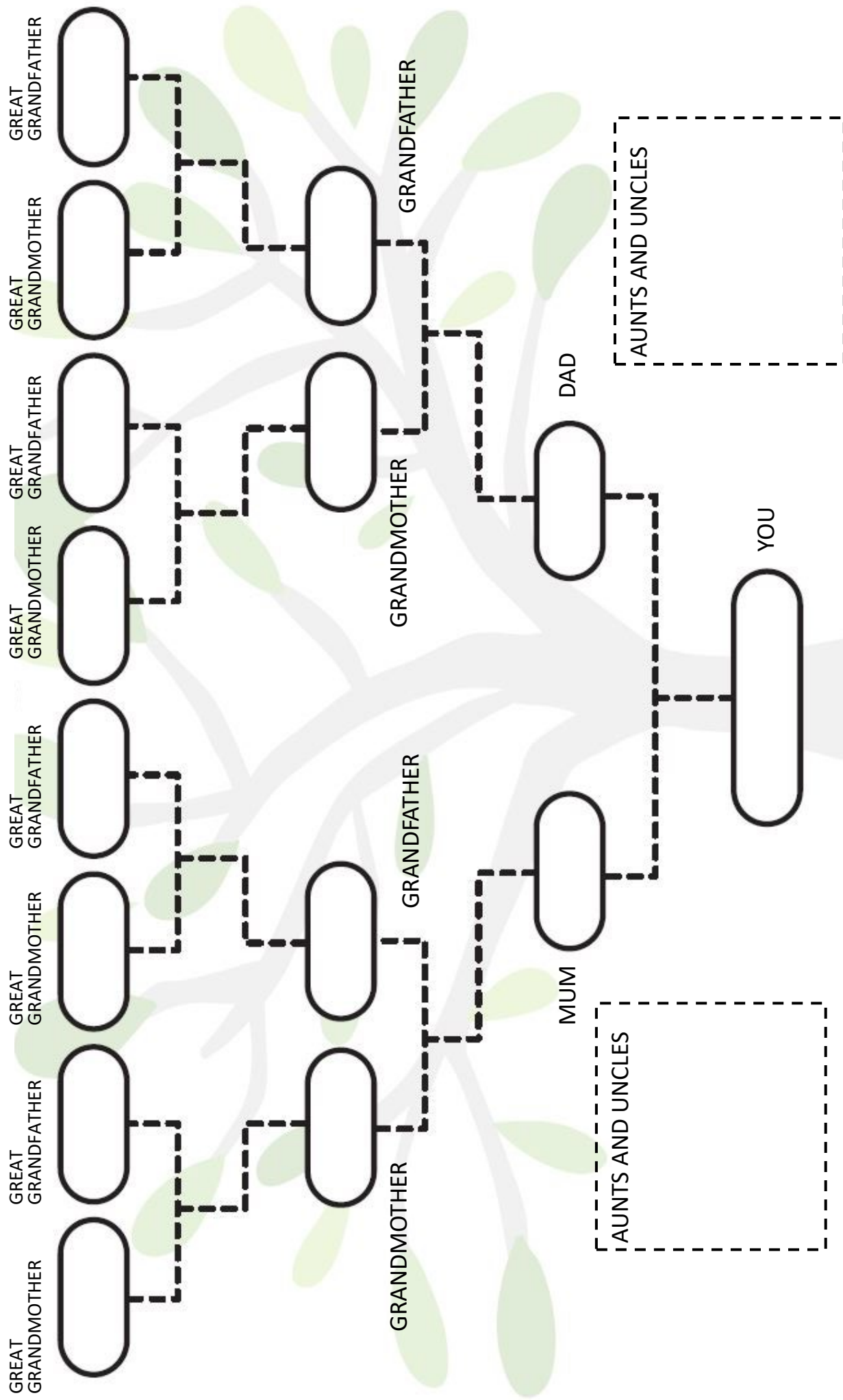
Signature: _____

Signature: _____

Date: _____

Date: _____

FAMILY LINEAGE CHART



Please only identify the Aboriginal and/or Torres Strait Islander family connections

Tips for completing your Family Lineage Chart

- Start with what you know—what are your parents names? When and where were they born? Do they have any brothers and sisters? Who are your grandparents? Write this into your chart.
- Talk to family and community members—stories passed down through your family are a key source of information.
- Births, deaths and marriage records—these records and certificates can help you fill in the blanks. Each state/territory has a registry where you can apply for the certificates of your parents, grandparents, great grandparents etc. If they are alive, you will need their permission.
- Research your family's traditional areas—contact the local historical society of the town where your family is from. These societies are a great source of local and family history. You can pay a small fee for them to do research on your behalf, or you can become a member and access your resources and facilities directly. Many societies also have indexes to cemetery records, local newspapers etc
- Expand your search – look for other sources of information. Historically, governments and organisations created records about Indigenous people. These include welfare and protection boards, adoption agencies, police, churches.
- Name variations—consider all possible spellings and variations of a person's name. Your ancestors may have used or been known by many different names during their lifetime—including traditional names, kinship names, married names etc. Record and use all the information you find.
- Remember that brothers and sisters share the same cousins and grandparents—sometimes it is possible to find out more about a particular ancestor by looking into family members outside your direct lineage.
- Research one family line at a time—it can be confusing to try to research your mother's and father's family at the same time
- Be prepared for what you find—historical records about Aboriginal and Torres Strait Islander people often reflect the biased and racist views of the white officials, missionaries and station owners who created them and may contain material, words and ideas that are derogatory and offensive. Records could also contain private and intimate details about you or your family members or information that conflicts with and challenges what you may know or believe about your family history.

Other useful resources:

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Family History Unit

Freecall: 1800 352 553

Email: familyhistory@aiatsis.gov.au

Website: www.aiatsis.gov.au/finding-your-family

State Library of Queensland

Website: www.slq.qld.gov.au/research-collections/family-history/aboriginal-and-torres-strait-islander-family-history