

# Application for a Marriage Certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

**Commemorative Certificate Package** (Includes a standard certificate. Specify design e.g Diamond Rings: 2)
  Urgent
  Non-urgent  
 Cut the Cake (Qty) \_\_\_\_\_
  Diamond Rings (Qty) \_\_\_\_\_
  Holding hands: (Qty) \_\_\_\_\_  
 Marriage Rings (Qty) \_\_\_\_\_
  Rose (Qty) \_\_\_\_\_
  Waratah (Qty) \_\_\_\_\_  
 **Standard Certificate** (Qty) \_\_\_\_\_
  Urgent
  Non-urgent
  International Express Post

Your certificate will be mailed to you if your application was received by post and is charged a postage and handling fee. See separate "Fees for Products and Services" Flyer.

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.

**APPLICANT'S DETAILS** (details of person completing this form). Please provide at least three (3) certified copies of identification with your application.

Family Name   
 Given Names   
 Street Address   
 Suburb  State  Postcode   
 Postal Address (if different from street address)   
 Suburb  State  Postcode   
 I certify that I understand the provisions overpage on "Identification, Privacy & Disclosure" and that the information I have provided is true and correct.  
 Your Relationship to the Person Registered (e.g. self)   
 Reason Certificate is Required (e.g. passport)   
 Signature of Applicant   
 Daytime Phone Number (  )   
 Contact Phone Number (  )

## DETAILS OF MARRIAGE REQUIRED

Family Name of Groom   
 Given Names   
 Family Name of Bride (Before Marriage)   
 Given Names   
 Date of Marriage\*  \* If Date Unknown, Period to be Searched - From  To   
 (Note, each extra 10 year search or part thereof incurs a cost)  
 Place of Marriage (Town/City)   
 State

## PAYMENT DETAILS (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Enclosed is a Cheque\*/  OR Please AMEX   
 Money Order for \$  Debit my: MasterCard  Visa  \$  (Cheques should be made payable to the 'NSW Registry of Births Deaths & Marriages')  
 Card Number   
 Name of Cardholder  Expiry Date   
 Signature of Cardholder  \*Personal/company cheques are not accepted for urgent applications.

## Certificate entitlement

This application can only be used if the marriage occurred in NSW.

If you are the bride or groom, your marriage certificate can be issued to you. If you are a child of the bride or groom, the certificate can be issued to you if the bride and groom are deceased. If you are not a child of the bride or groom, but need to establish your legal right or entitlement, e.g. under a Will, your application will be considered.

**If you DO meet the above criteria, you must provide:**

1. Three (3) copies of your own identification (see below).

**If you DO NOT meet the above criteria, you must provide:**

1. A letter giving permission from the person named on the certificate or if deceased, their next of kin. Please include their address, daytime telephone number and signature.
2. Three (3) copies of identification from the person giving permission or their next of kin (see below).
3. Three (3) copies of your own identification (see below).

## Identification

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.

All documents except foreign passports must be current.

**Photocopies must be certified as true copies of the original by a Qualified Witness** (e.g. Justice of the Peace; Notary Public; Legal Practitioner with current Practising Certificate; person authorised to administer an Oath under S.26 of the Oaths Act 1900).

Category 1	Category 3
<b>If born in Australia:</b> <ul style="list-style-type: none"> <li>• An Australian Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Medicare Card</li> <li>• Credit or Debit Card</li> </ul>
<b>Record of immigration status:</b> <ul style="list-style-type: none"> <li>• Citizenship Certificate</li> <li>• New Zealand Citizenship Certificate together with passport</li> <li>• New Zealand Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Centrelink or Department of Veterans Affairs Card</li> <li>• Security Guard/Crowd Control Licence</li> <li>• Tertiary Education Institution ID Card</li> </ul>
Category 2	Category 4
<ul style="list-style-type: none"> <li>• Australian Driver's Licence</li> <li>• Australian Passport</li> <li>• Firearms Licence</li> <li>• Foreign Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Recent utility account with current residential address</li> <li>• Bank statement with current residential address</li> </ul>

## Disclosure of Information

When you complete this application form, understand that you have consented to the release of information provided, to those agencies who may be able to validate the information in support of your application. More information: [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

## Privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

## Commemorative certificates

Capture the joy and excitement of a new marriage or celebrate a marriage from many years ago with a special Commemorative Marriage Certificate.

With each order for a Commemorative Marriage Certificate package, you will receive a Standard Marriage Certificate. Commemorative Marriage Certificates do not contain security features and organisations may not accept them as a proof of identity document. See separate 'Fees for Products and Services' flyer.



Cut the Cake



Diamond Rings



Holding Hands



Marriage Rings



Rose



Waratah

Commemorative certificates come in a framing size of 210mm x 297mm (A4). They are beautifully presented, wrapped in tissue paper and packed in a protective cylinder.

## Lodging your application

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

- 35 Regent Street, Chippendale NSW 2008
- 95 Tudor Street, Hamilton NSW 2303
- 2/74 Kembla Street, Wollongong NSW 2500
- 160 Marsden Street, Parramatta NSW 2150

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)



Standard

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Registry of Births  
Deaths & Marriages  
Attorney General & Justice