

Application to register a relationship



Relationships Register Act 2010 (NSW)

Instructions

- Please use black ink and **BLOCK** letters.
- All corrections must be initialled.
- Do not use white out.

Are you eligible to have your relationship registered in NSW?

At least one person in the relationship must reside in NSW. Neither applicant needs to be a temporary or permanent resident of Australia.

If so, you are eligible if you and your partner are:

- over 18 years of age
- not married to each other or anyone else
- not already in a registered relationship under this Act or in another State or Territory in Australia
- not in a relationship as a couple with another person
- not related by family.

Is there a cooling off period?

Yes. The cooling off period before a relationship can be registered is 28 days after the application is received and compliant.

How can a registered relationship be terminated/revoked?

A registered relationship is revoked following:

- the lodgement of an application for revocation by one of the persons in the relationship after 90 days
- the death of a person in the relationship
- the marriage of a person in the relationship
- a court making an order revoking the registration.

Completing this form

This application includes five (5) parts. Parts 1 to 4 must be completed to ensure your application can be processed. Incomplete applications may cause delays and be returned, or refused.

Part 1 – Relationship registration statements

For both applicants.

Part 2 – Identification

Provide at least three (3) forms of identification for each applicant (see categories 1-4).

A qualified witness must certify photocopies of identification documents as true copies.

Part 3 – Statutory declarations

Provide a current street address, a post office box is not acceptable. Ensure a qualified witness, witnesses your signatures.

Part 4 – Payment details

Provide your postal address. Additional certificates are at standard certificate price.

Part 5 – Notice to withdraw

If either or both applicants wish to withdraw the registration application during the 28 day cooling off period. There is no fee to withdraw, application fees are non-refundable.

Application to register a relationship *continued*

How we deal with your information – privacy

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *Relationships Register Act 2010 (NSW)*. The information required on this form is collected under the provisions of this Act and forms the basis for the registration of a relationship. The relationship register is part of the civil records of NSW and is a permanent historical record. The public does not have access to these records.

The information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies (including Passports Office, Department of Immigration and Citizenship, and motor vehicle or driver licencing authorities) and to the authorised non-government agencies.

To protect your privacy, the Registry requires proof of your identity. In line with the *Privacy and Personal Information Protection Act 1998*, the Registry is collecting this information so that it can determine your eligibility to perform a registration of a relationship, to obtain the requested certificate and to prevent fraud.

For further information on privacy please visit our website at: www.bdm.nsw.gov.au.

Disclosure of information

When you complete this application form, we will assume that you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Citizenship (DIAC), and motor vehicle or driver licencing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflects your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Fees and turnaround times

For fees and turnaround times refer to our website www.bdm.nsw.gov.au

How to lodge this application

Please post your application with your identification and payment to:

**NSW Registry of Births Deaths & Marriages
GPO Box 30
Sydney NSW 2001**

OR

lodge your application in person at a Registry office.

Registry office locations and hours

Monday to Friday 8.00am – 4.30pm

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

Language assistance service is available by phoning Translating and Interpreting Service (TIS): 13 14 50

Enquiries

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au

Part one – Relationship registration statements

REGISTRY USE ONLY

Relationships Register Act 2010 (NSW)

Applicant One

Title Mr Ms Miss Mrs Other

Family Name

First Given Name

Other Given Name(s)

Date of Birth / / (dd/mm/yyyy)

Sex Male Female

Marital Status Never validly married Divorced
 Widowed De facto

Place of Birth

Suburb/Town

State

Country (if born outside Australia)

Occupation

Residential Address

Street no. and name

Suburb/Town

State

Postcode

Daytime Phone Number

Email

Parents

Mother's full name

Mother's family name at birth

Father's full name

Applicant Two

Title Mr Ms Miss Mrs Other

Family Name

First Given Name

Other Given Name(s)

Date of Birth / / (dd/mm/yyyy)

Sex Male Female

Marital Status Never validly married Divorced
 Widowed De facto

Place of Birth

Suburb/Town

State

Country (if born outside Australia)

Occupation

Residential Address

Street no. and name

Suburb/Town

State

Postcode

Daytime Phone Number

Email

Parents

Mother's full name

Mother's family name at birth

Father's full name

Part two – Identification

Relationships Register Act 2010 (NSW)

To protect your privacy, the Registry requires proof of your identity.

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 Category 1, you must still provide at least three (3) forms of identification. At least one (1) of these must be from Category 2 and two (2) from Category 3.

- **Photocopies of identification must be certified by a qualified witness** as being true copies of the original documents, as original proof of identity documents can be used only if applying in person at the Registry.
- **The person who is residing in NSW must provide at least one (1) identification document containing a current NSW residential address. See Category 4.**
- All documents must be current, and bank statements, utility bills or rates notices must have been issued within the last three (3) months.
- All non-English forms of identification must be officially translated by an accredited translator. Copies of the foreign documents must accompany the official translation.
- Use an (x) to specify which documents have been supplied, or contact the Registry if you are unable to meet the requirements outlined above.

Category 1	Applicant	
	1	2
If born in Australia:		
• An Australian Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• If born overseas:		
• Citizenship Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• New Zealand Citizenship Certificate together with passport	<input type="checkbox"/>	<input type="checkbox"/>
• New Zealand Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of permanent residency from Department of Immigration and Citizenship	<input type="checkbox"/>	<input type="checkbox"/>

Category 2	Applicant	
	1	2
• Australian Driver's Licence	<input type="checkbox"/>	<input type="checkbox"/>
• Australian Passport	<input type="checkbox"/>	<input type="checkbox"/>
• Firearms Licence	<input type="checkbox"/>	<input type="checkbox"/>
• Foreign Passport	<input type="checkbox"/>	<input type="checkbox"/>
• Photo ID Card from motor vehicle or driver licencing authorities	<input type="checkbox"/>	<input type="checkbox"/>

Category 3	Applicant	
	1	2
• Medicare Card	<input type="checkbox"/>	<input type="checkbox"/>
• Credit or Debit Card	<input type="checkbox"/>	<input type="checkbox"/>
• Centrelink or Department of Veterans Affairs Card	<input type="checkbox"/>	<input type="checkbox"/>
• Security Guard/Crowd Control Licence	<input type="checkbox"/>	<input type="checkbox"/>
• Tertiary Education Institution Identity Card	<input type="checkbox"/>	<input type="checkbox"/>
• Overseas Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Evidence of residential address Category 4	Applicant	
	1	2
• Recent utility account with current NSW residential address	<input type="checkbox"/>	<input type="checkbox"/>
• Bank statement with current NSW residential address	<input type="checkbox"/>	<input type="checkbox"/>
• Rates Notice	<input type="checkbox"/>	<input type="checkbox"/>
• Lease Agreement	<input type="checkbox"/>	<input type="checkbox"/>

A Post office box is not acceptable evidence of residential address

Qualified witness

The following persons can certify photocopies of documents as being true copies of the originals and can also witness your signature.

- Justice of the Peace
- Notary Public
- Legal Practitioner (holding a current Practising Certificate)
- A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

Part three – Relationship registration statutory declaration

REGISTRY USE ONLY

Relationships Register Act 2010 (NSW)

Applicant One (Each applicant must complete a separate statutory declaration)

Please use black ink and BLOCK letters and do not use white out.

I,

(print your full name)

of

(print your full address)

declare that I am in a relationship with (enter full name of other party in the relationship),

and consent to the relationship being registered in the state of New South Wales.

I have read and understand all the instructions in this document including 'Your Right To Privacy' and 'Disclosure of Information'.

I declare that all statements made in this declaration are true and correct;

I am 18 years of age or above;

I am not married;

I am not related by family to the other person in this relationship;

I am not registered under this Act or a corresponding law as being in a registered relationship or an interstate registered relationship;

I understand it is an offence to make false or misleading representations in this declaration and penalties may apply;

I understand that this form remains the property of the State of New South Wales and that the NSW Registry of Births Deaths & Marriages may confirm or verify some or all of the information provided and may disclose to persons or bodies with adequate entitlement the information under the *Relationships Register Act 2010* or the Registry's Access Policy.

I certify that I have read and understood the declaration above.

Note: Applicant must sign the declaration in the presence of a qualified witness.

Applicant signature

Date

(dd/mm/yyyy)

JP or qualified witness signature

Family Name

Given Name(s)

Address

Qualifications of witness (e.g. Justice of the Peace, Notary Public, Legal Practitioner or a person authorised to administer an oath under Section 26 of the *Oaths Act 1900*)

JP No.

 **Please attach this completed statutory declaration, along with supporting documents, to your application.**

Part three – Relationship registration statutory declaration

REGISTRY USE ONLY

Relationships Register Act 2010 (NSW)

Applicant Two (Each applicant must complete a separate statutory declaration)

Please use black ink and BLOCK letters and do not use white out.

I,

(print your full name)

of

(print your full address)

declare that I am in a relationship with (enter full name of other party in the relationship),

and consent to the relationship being registered in the state of New South Wales.

I have read and understand all the instructions in this document including 'Your Right To Privacy' and 'Disclosure of Information'.

I declare that all statements made in this declaration are true and correct;

I am 18 years of age or above;

I am not married;

I am not related by family to the other person in this relationship;

I am not registered under this Act or a corresponding law as being in a registered relationship or an interstate registered relationship;

I understand it is an offence to make false or misleading representations in this declaration and penalties may apply;

I understand that this form remains the property of the State of New South Wales and that the NSW Registry of Births Deaths & Marriages may confirm or verify some or all of the information provided and may disclose to persons or bodies with adequate entitlement the information under the *Relationships Register Act 2010* or the Registry's Access Policy.

I certify that I have read and understood the declaration above.

Note: Applicant must sign the declaration in the presence of a qualified witness.

Applicant signature

Date

(dd/mm/yyyy)

JP or qualified witness signature

Family Name

Given Name(s)

Address

Qualifications of witness (e.g. Justice of the Peace, Notary Public, Legal Practitioner or a person authorised to administer an oath under Section 26 of the *Oaths Act 1900*)

JP No.

 **Please attach this completed statutory declaration, along with supporting documents, to your application.**

Part five – Notice to withdraw an application to register a relationship

REGISTRY USE ONLY

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If you have applied to register a relationship and wish to withdraw the application, one or both parties named on the original application must complete this form. This withdrawal must be made within 28 days of lodging the application to register your relationship. There is no fee to withdraw, application fees paid are non-refundable.

Please use black ink and BLOCK letters and do not use white out to complete this declaration.

I,
(full name of applicant one (1) on application to register a relationship)

of
(residential address of applicant one (1) on application to register a relationship)

AND (if both applicants join this application to withdraw the application to register the relationship)

I,
(full name of applicant two (2) on application to register a relationship)

of
(residential address of applicant two (2) on application to register a relationship)

hereby request that the application to register a relationship between:

AND
(full name of applicant one (1) on application to register a relationship)

(full name of applicant two (2) on application to register a relationship)

be withdrawn from the date of this application.

Signature (of Applicant One): **Date** (dd/mm/yyyy)

Witness Name:

Witness Signature: **Date** (dd/mm/yyyy)

Signature (of Applicant Two): **Date** (dd/mm/yyyy)

Witness Name:

Witness Signature: **Date** (dd/mm/yyyy)

