

**A NSW Single Status Certificate may be required if you intend to be married overseas or if you are returning to your country of residence to be married.**

### Certificate entitlement

**If you are applying for your own certificate, you must provide:**

- Three forms of your own ID (see below).

**If you are applying for a certificate on behalf of another person, you must provide:**

- A Letter of Authority (available at: [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)) giving permission from the person named on the certificate. Please include their address, phone number and signature.
- Three forms of ID from the person giving permission (see below).
- Three forms of your own ID (see below).

### Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

#### Category 1

- If born in Australia:**
- An Australian birth certificate
- Record of immigration status:**
- Citizenship certificate
  - New Zealand citizenship certificate
  - New Zealand birth certificate

#### Category 3

- Medicare card
- Credit or debit card
- Centrelink or Department of Veterans Affairs card
- Security guard/ Crowd control licence
- Tertiary education institution ID card

#### Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

#### Category 4

- Recent utility account with current residential address

### Your right to 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. Please read the policy on our website: **Your Right to Privacy**.

### Disclosure of information

When you complete this application form, understand that you have consented 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, Department of Immigration and Border Protection, and motor vehicle or driver licensing 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 reflect 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 Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

#### Lodging by post

GPO Box 30  
SYDNEY  
NSW 2001

#### Lodging in person

View options at our website:  
[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)  
Phone: 13 77 88 NRS: 1300 555 727

# NSW Single Status Certificate Application



**Justice**

Registry of Births  
Deaths & Marriages

Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee.

PRINT clearly in BLACK pen and complete all details.

Do you require Priority processing of your application? Yes  Fee applies, see separate 'Fees for Products and Services' flyer.

International Registered Post

Reason certificate is required  
*(e.g. marriage overseas)*

Your relationship to the registered person  
*(e.g. self, parent, guardian)*

## APPLICANT'S DETAILS (details of person completing this form). Please provide copies of 3 forms of current identification with your application.

Family name

First given name  Other given name(s)

Company name *(If applicable)*  Company reference number *(If applicable)*


Address  Suburb/Town/City

State/Territory  Postcode  Country

Delivery address *(If different from above)*  Suburb/Town/City

State/Territory  Postcode  Country

Contact number  Email address

Signature of applicant  

I certify that I understand the provisions overpage on **Identification, Privacy & Disclosure** and that the information I have provided is true and correct.

## DETAILS OF SEARCH REQUIRED

Date of birth  Sex Male  Female  Age at present

Place of birth  
Country  Suburb/Town/City  State/Territory

Date of arrival in Australia  If previously married, date of divorce/death of spouse

Period to be searched:  
*(Note, each extra 10 year search or part thereof incurs a cost)* From  To

Family name  Family name at birth

First given name  Other given name(s)

Parent 1 details  
Family name *(current)*  Family name at birth

First given name  Other given name(s)

Parent 2 details  
Family name *(current)*  Family name at birth


First given name  Other given name(s)

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

Total Amount \$  Please debit my: AMEX  MasterCard  Visa  OR Enclosed is a cheque\*/money order

Card number

Name of cardholder  Expiry date

Signature of cardholder  

From 1 July 2016 a surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.