

Application to revoke a registered 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 apply to revoke a registered relationship in NSW?

Only the parties to a registered relationship can apply to revoke that relationship.

One or both of the parties may apply. If only one of the parties is making the application they must serve notice of the application on the other party and lodge proof of that service.

Revocation of registration

The Registrar cannot revoke the registration until 90 days after a revocation application has been lodged. The registration of a relationship is automatically revoked by the death or marriage of a party to the relationship. A court may make an order declaring the registration of a relationship void.

Withdrawal of revocation application

Both or either parties to the revocation application may apply to withdraw the application within 90 days after the lodgement date.

Completing this form

This application includes six (6) parts and can be completed by one applicant or both parties:

- **One applicant:** Parts 1,2,4,5 must be completed
- **Both parties:** Parts 1,2,3,5 must be completed

Incomplete applications may cause delays and be returned, or refused.

Part 1 – Relationship revocation statements

(Include Registration number, if known).

Part 2 – Identification

If both parties complete Part 1, both must complete Part 2. Provide at least three (3) forms of identification each. A qualified witness must certify photocopies.

Part 3 – Statutory declarations (where both parties are applying)

Ensure a qualified witness, witnesses your signatures.

Part 4 – Revoking a relationship by yourself

Complete the statutory declaration regarding service. Ensure a qualified witness, witnesses your signature. See checklist.

Part 5 – Payment details to revoke a relationship

One applicant only must complete the payment details.

Part 6 – Notice to withdraw

Applicants may withdraw the application to revoke a registered relationship during the 90 day cooling off period. There is no fee to withdraw, application fees are non-refundable.

Application to revoke a registered 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

By Post

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 revocation statements

REGISTRY USE ONLY

Relationships Register Act 2010 (NSW)

Note: Only the parties to a registered relationship may apply to revoke. One or both parties may complete this form.

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

Place of Birth

Suburb/Town

State

Country (if born outside Australia)

Residential Address

Street no. and name

Suburb/Town

State

Postcode

Daytime Phone Number

Email

Have you legally changed your name since submitting the original application to register the relationship?

No

Yes – Provide details and evidence of the previous name

Given Name(s)

Family Name

Relationship registration number (if known)

Note: The relationship number appears on the standard certificate

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

Place of Birth

Suburb/Town

State

Country (if born outside Australia)

Residential Address

Street no. and name

Suburb/Town

State

Postcode

Daytime Phone Number

Email

Have you legally changed your name since submitting the original application to register the relationship?

No

Yes – Provide details and evidence of the previous name

Given Name(s)

Family 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.

- Photocopies of identification must be certified by a qualified witness as being true copies of the original documents.
- Original proof of identity documents can be used only if applying in person at the Registry.
- If your identity documents do not show your current residential address provide a current bank statement or utility bill (water, electricity, gas, telephone, etc), rates notices or lease agreement. See Category 4.
- Use an (X) to specify which documents have been supplied.
- All documents must be current.
- Bank statements, utility bill or rates notices must have been issued within the last three months.
- If you are unable to meet these requirements please contact the Registry.

Category 1	Applicant	
	1	2
If born in Australia:		
• Australian Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
If born overseas:		
• Australian Citizenship Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• Permanent Resident Status eg. Visa in Passport	<input type="checkbox"/>	<input type="checkbox"/>
• Foreign Passport	<input type="checkbox"/>	<input type="checkbox"/>

Category 2	Applicant	
	1	2
• Australian Driver 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"/>
• Tertiary Education Institution ID Card	<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 Card	<input type="checkbox"/>	<input type="checkbox"/>
• Department of Veterans Affairs Card	<input type="checkbox"/>	<input type="checkbox"/>
• Security Guard/Crowd Control Licence	<input type="checkbox"/>	<input type="checkbox"/>

Evidence of residential address Category 4	Applicant	
	1	2
• Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Rates Notice	<input type="checkbox"/>	<input type="checkbox"/>
• Lease Agreement	<input type="checkbox"/>	<input type="checkbox"/>
• Utility Bill	<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 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 – Statutory declarations (if both parties to the relationship are making this application)

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Declarations

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 application are true and correct;

I am one of the persons in the registered relationship;

I wish to revoke the registration of this relationship;

I understand that this form remains the property of the State of New South Wales and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the *Relationships Register Act 2010* or the Registry’s Access Policy; and

I understand that it is an offence under section 29 of the *Relationships Register Act 2010* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

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

Qualified Witness

- Applicants must sign the declaration in the presence of a qualified witness.
- A qualified witness is a Justice of the Peace, Notary Public, Legal Practitioner or a person authorised to administer an oath under Section 26 of the *Oaths Act 1900*.
- One witness may sign the declaration for both applicants.

Applicant One

Print your full name

Signature (of Applicant One)

Witness Signature

Date

(dd/mm/ yyyy)

Witness details

Family Name

Given Name(s)

Daytime phone number

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.

Applicant Two

Print your full name

Signature (of Applicant Two)

Witness Signature

Date

(dd/mm/ yyyy)

Witness details

Family Name

Given Name(s)

Daytime phone number

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.

Part four – Revoking a relationship by yourself

Relationships Register Act 2010 (NSW)

Statutory Declaration regarding service

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

I,
(print your full name)

of
(print your full address)

declare that I have served a copy of the application to revoke the registered relationship signed by:

- me; OR
 the person named below, who has advised me that they are in a registered relationship:

(print full name of registered person who wishes to revoke the registration)

on the person named below:

(print full name of registered person who wishes to revoke the registration)

By (please select the method of service which applies)

- Sending it by registered post addressed to the person's last known address; or
 Handing a copy of it to the person; or
 Putting it down in the presence of the person and telling them the nature of the document; or
 Leaving it as near as practicable to the person, being prevented from delivering it to them by violence or threat of violence;

On (date of service) (dd/mm/yyyy) at (time of service) (hh:mm AM/PM)

Registered Post No:

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, and 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 to 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)

Declared at in the State of on the (dd/mm/ yyyy)
(print suburb or town)

Before me JP or qualified witness signature

Witness Details
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 four – Revoking a relationship by yourself *continued*

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To serve the photocopies of this form on your partner:

1. Photocopy Parts 1, 4 and 5 of this completed application form.
2. Serve the photocopies on your registered partner by
 - a) sending them by Registered Post to your registered partner's last known address. Complete the Delivery Confirmation Card available at your post office, and when this is returned to you attach it to your application
 - b) delivering the photocopies yourself (or having them delivered in person on your behalf).
3. Complete the Revocation Statutory Declaration stating that you have served the photocopies.
4. Submit the following to the Registry:
 - a) Your completed application form
 - b) The signed and witnessed Revocation Statutory Declaration
 - c) The Delivery Confirmation Card (if you served the photocopies by Registered Post).

If you have not been able to serve the photocopies of this form on your partner:

1. Complete and submit this form to the Registry.
2. Attach a letter addressed to the Registrar which:
 - a) states the reasons why the photocopies of this application have not been served on the other party
 - b) states what attempts have been made to serve it
 - c) requests permission to serve the photocopies of this application other than by personal delivery or Registered Post or requests permission to dispense with service altogether.

CHECKLIST

The applicant(s) revoking the relationship has:

- supplied the required proof of identity documents
- signed the declaration in the presence of a qualified witness
- included the required application payment
- included payment for any certificates ordered
- initialled any changes made on the form.

If making this application alone the applicant has:

- attached the Revocation Statutory Declaration
- attached the Delivery Confirmation Card or letter to Registrar.

Part six – Notice to withdraw an application to revoke a relationship

REGISTRY USE ONLY

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If you have applied to revoke 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 90 days of lodging the application to revoke 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)

of
(residential address of Applicant One)

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

I,
(full name of Applicant Two)

of
(residential address of Applicant Two)

hereby request that the application to revoke a relationship between:

AND
(full name of Applicant One)

(full name of Applicant Two)

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)