

Application to register a relationship

Relationships Register Act 2010 (NSW)



Justice

Registry of Births
Deaths & Marriages

General information

Eligibility

To apply to register your relationship in NSW both partners must be:

- 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 with another person;
- not related by family.

At least one partner must reside in NSW.

Neither partner is required to be a (temporary or permanent) resident of Australia.

The 28 day cooling off period

Once your application has been checked and everything is complete and correct it can be processed.

There is a cooling off period before the relationship is registered and a certificate issued.

To cancel your application to register a relationship, you can lodge a *Notice to withdraw* within the 28 day cooling off period (page 11).

- Only the partners applying to register their relationship can apply to withdraw.
- One or both partners may apply.
- There is no fee to withdraw, however the relationship registration fee is non-refundable.
- Partner(s) who lodge a notice to withdraw must provide 3 forms of identification.



Identification documents

Three forms of identity are required for each partner.

- One partner must show proof of residency in New South Wales.
- All documents must be in English (provide accredited translation if necessary).

Applying by post

- An **authorised witness** must certify each photocopy to say it is a true copy of the original document.

Applying in person

- Original identification is required, if you are applying in person.



Authorised witness

The following **authorised witnesses** can certify identity documents and witness the signing of a statutory declaration:

- Justice of the Peace (JP).
To locate a JP search www.jp.nsw.gov.au
- Public Notary
- Legal practitioner – Solicitor/Barrister (holding a current practising certificate)
- A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*.



Statutory Declarations

- An **authorised witness** must confirm your identity before the declaration is made.
- They will need an identity document from you such as an Australian passport, Australian birth certificate, or driver licence, etc.
- A statutory declaration must be completed by each partner.

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Your right to privacy

Privacy

The information required on this form is collected under the *Relationship Register Act 2010* and the *BDMR Act*. The relationship register is part of the civil records of NSW and a permanent historical record. The public do not have access to these records.

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 and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to register a change of name, to issue the related certificate and to prevent fraud. All documents are scanned and retained in the Registry's system and all copies are destroyed.

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 which may be able to validate that information in support of 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 National Document Verification Service (DVS).

For more information, please see our policy on the website: [Your Right to Privacy](#).

Quick Checklist

Before you lodge, check everything is right.

To apply to register a relationship

- both partners must complete: Parts 1-6
- both partners must provide the required identification (*page 3*).
- provide payment details (*page 9*).

OR

To lodge a notice to withdraw

(cancel your application)

- within the 28 day cooling off period.
- at least one partner must complete a declaration (*page 11*).
- at least one partner must provide the required identification (*page 3*).

Options to lodge

By post

Please attach clear copies certified by an authorised witness. Do not mail originals.

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

In Person

Please provide original ID to be certified and have Parts 3 and 6 signed before lodging in person.

- At a Registry BDM office.
Monday to Friday: 8:00am – 4:30pm
- At a Service NSW Service Centre.
www.service.nsw.gov.au

BDM Office Locations

- 35 Regent Street Chippendale NSW 2008
- 160 Marsden Street Parramatta NSW 2150

Contacting Us

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)



Phone: 13 77 88

www.bdm.nsw.gov.au

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Identification for each partner

This section is to apply to register a relationship (or withdraw).

- **You must provide three 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 forms of identification. At least one of these must be from category 2 and two from category 3.
- The person who is residing in NSW must provide at least one identification document containing a current NSW residential address (see category 4).
- All identification must be current (not expired). Utility bills or rate notices must have been issued within the last 3 months.
- Identity documents issued by overseas authorities must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).
- If applying in person, you must bring the original documents.
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application. See Page 1 for a list of Authorised Witnesses. A certified identity document is a photocopy which an Authorised Witness says is a true copy of the original.

Category 1	Category 2
<p>If born in Australia:</p> <p><input type="checkbox"/> An Australian birth certificate</p> <p>If born overseas:</p> <p><input type="checkbox"/> New Zealand citizenship certificate</p> <p><input type="checkbox"/> New Zealand birth certificate</p> <p><input type="checkbox"/> Australian citizenship certificate</p> <p><input type="checkbox"/> Proof of permanent residency from the Department of Immigration and Border Protection</p>	<p><input type="checkbox"/> Australian driver licence</p> <p><input type="checkbox"/> Australian passport</p> <p><input type="checkbox"/> Australian firearm licence</p> <p><input type="checkbox"/> Foreign passport</p> <p><input type="checkbox"/> Photo Card issued by a government agency</p>
Category 3	Category 4
<p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Credit or debit card</p> <p><input type="checkbox"/> Centrelink card</p> <p><input type="checkbox"/> Australian Department of Veteran's Affairs card</p> <p><input type="checkbox"/> Australian security guard licence or crowd control licence</p> <p><input type="checkbox"/> Student or tertiary identity card</p> <p><input type="checkbox"/> Overseas birth certificate</p>	<p><input type="checkbox"/> Australian driver licence</p> <p><input type="checkbox"/> Utility account (electricity, gas, water)</p> <p><input type="checkbox"/> Rates notice</p> <p><input type="checkbox"/> Centrelink concession card</p> <p><input type="checkbox"/> Current tenancy or lease agreement</p> <p><input type="checkbox"/> Superannuation fund statement</p> <p><i>Category 4 documents must contain a current NSW residential address (PO boxes and bank statements are NOT accepted).</i></p>

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Partner ONE

PART 1: Details

Family name

Family name at birth

Given name(s)

Date of birth

Sex Male

Female

Other

Place of birth: City/State

Place of birth: Country

Occupation

Current residential address

Suburb/Town/City

State/Territory

Postcode

Country

Daytime contact number

Email

PART 2: Marital Status & Parents

Current marital status

Never validly married

Widowed De facto Divorced

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names



False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *BDMR Act*.

False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar's powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

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PART 3: Partner ONE - Statutory Declaration

I declare that:

- I consent to the relationship being registered in the state of NSW.
- 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 in this declaration are true and correct:
 - I am 18 years of age or above;
 - I am not related by family to the other person in this relationship;
 - I am not married.

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 this form becomes the property of NSW Registry of Births Deaths & Marriages who may confirm or verify the information provided and may disclose to persons or bodies with adequate entitlement the information under the Relationships Register Act 2010 or Access to information contained in the Register Policy.

Partner ONE: Full name and sign declaration in presence of authorised witness

I declare for the purposes of the Relationships Register Act 2010 that I am in a relationship with:

Partner TWO full name

Partner ONE Signature

Date signed

AUTHORISED WITNESS

I certified the following matters concerning the making of this statutory declaration by the person who made it (**please cross out any text that does not apply*):

1. *I saw the face of the person OR * I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR * I have not known the person for at least 12 months, but I confirmed the person's identity using an identification document and the document I relied on was:

ID document sighted In the state of on

Declared at (address)

Before me (signature of authorised witness)

Full name of authorised witness (BLOCK LETTERS)

Address of authorised witness

Suburb/Town/City Postcode Country

Daytime contact number Email

Tick the correct title of authorised witness

- Justice of the Peace (write JP No.) Legal Practitioner (with current practising certificate)
- Person authorised to administer an oath under S26 of the Oaths Act 1900 (British or Australian consular officer; or a Judicial officer outside NSW) Public Notary

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Partner TWO

PART 4: Details

Family name

Family name at birth

Given name(s)

Date of birth

Sex Male

Female

Other

Place of birth: City/State

Place of birth: Country

Occupation

Current residential address

Suburb/Town/City

State/Territory

Postcode

Country

Daytime contact number

Email

PART 5: Marital Status & Parents

Current marital status

Never validly married

Widowed De facto Divorced

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names



False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *BDMR Act*.

False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar's powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

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PART 6: Partner TWO - Statutory Declaration

I declare that:

- I consent to the relationship being registered in the state of NSW.
- 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 in this declaration are true and correct:
 - I am 18 years of age or above;
 - I am not related by family to the other person in this relationship;
 - I am not married.

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 this form becomes the property of NSW Registry of Births Deaths & Marriages who may confirm or verify the information provided and may disclose to persons or bodies with adequate entitlement the information under the Relationships Register Act 2010 or Access to information contained in the Register Policy.

Partner TWO: Full name and sign declaration in presence of authorised witness

I declare for the purposes of the Relationships Register Act 2010 that I am in a relationship with:

Partner ONE full name

Partner TWO Signature

Date signed

AUTHORISED WITNESS

I certified the following matters concerning the making of this statutory declaration by the person who made it (*please cross out any text that does not apply):

3. *I saw the face of the person OR * I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
4. *I have known the person for at least 12 months OR * I have not known the person for at least 12 months, but I confirmed the person's identity using an identification document and the document I relied on was:

ID document sighted In the state of on

Declared at (address)

Before me (signature of authorised witness)

Full name of authorised witness (BLOCK LETTERS)

Address of authorised witness

Suburb/Town/City Postcode Country

Daytime contact number Email

Tick the correct title of authorised witness

- Justice of the Peace (write JP No.) Legal Practitioner (with current practising certificate)
- Person authorised to administer an oath under S26 of the Oaths Act 1900 (British or Australian consular officer; or a Judicial officer outside NSW) Public Notary

Payment details to register a relationship

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Certificates will be mailed to you and incur a postage and handling fee.
Payment includes (non-refundable) application fee and Relationship certificate.

PRINT clearly in BLACK or BLUE pen. Complete all details.

International Registered Post

Select quantity of certificates you wish to receive using a number in the box, e.g. **Relationship certificate**

Do you require a letter confirming you have lodged this application? **YES** (Fee applies)

Reason certificate is required (e.g. visa)

Your relationship to the person registered (e.g. self)

APPLICANT DETAILS

Family name

Given name(s)

Address Suburb/Town/City

State/Territory Postcode Country

Delivery Address (if different) Suburb/Town/City

State/Territory Postcode Country

Phone number Email address

Signature of applicant

DETAILS OF PARTNERS REGISTERING A RELATIONSHIP

Partner ONE

Family name

Given name(s)

Date of birth

Partner TWO

Family name

Given name(s)

Date of birth

PAYMENT DETAILS (Complete this section for all mail applications). Refer to fees at: www.bdm.nsw.gov.au

Surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.

*Cheques payable to NSW Registry of Births Deaths & Marriages

Total Amount \$ Please debit: AMEX MasterCard Visa or enclosed is a cheque*/money order

Card number

Cardholder name Expiry date

Signature of cardholder

Notice to withdraw
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Notice to withdraw Application to register relationship

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NOTE: You ONLY need to complete this page if you decide to CANCEL your application for a relationship within the 28 day cooling off period.

! Eligibility

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

I/we would like a refund for the certificate/s fee including registered mail (tick box)

PART 7: Partner ONE Declaration

I (full name of Partner ONE)

Date of birth

Place of birth: City/State & Country

Residential address

Suburb/Town/City

Postcode

Country

I request that the application to register a relationship with:

(full name of Partner TWO)

Be withdrawn from the date of this application

- Certified copies of 3 forms of my identification are attached to this form.

Partner ONE Signature

Date signed

PART 8: Partner TWO Declaration

I (full name of Partner TWO)

Date of birth

Place of birth: City/State & Country

Residential address

Suburb/Town/City

Postcode

Country

I request that the application to register a relationship with:

(full name of Partner ONE)

Be withdrawn from the date of this application

- Certified copies of 3 forms of my identification are attached to this form.

Partner TWO Signature

Date signed