Information about how to revoke a registered relationship

Eligibility

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 a copy of the Service Revocation Statement 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 and complied. 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.

Relationship certificates

All relationship certificates in your possession must be returned to the Registry when lodging an application as they are no longer valid. Once the relationship is revoked an endorsement will be placed on the relationship registration. Any relationship certificates issued thereafter will include this endorsement to confirm that the relationship was revoked.

Instructions

How to apply

Use black ink and write in BLOCK letters. All corrections must be initialled. Do not use white out.

Revoking together

1. Complete separate statutory declarations (revoking a registered relationship together) where both parties are making revocation
2. Submit the following to the Registry:
   - Both completed, signed and witnessed statutory declarations
   - Payment Details page
   - Certified ID documents from both parties
   - Return original relationship certificate/s

Revoking by yourself

1. Complete and photocopy the original Service of Revocation Statement
2. Serve the photocopy of the Service of Revocation Statement by:
   - Mailing 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
   - Delivering the photocopy yourself
3. Complete statutory declaration (revoking a registered relationship by yourself) declaring that you have served the photocopy
4. Submit the following to the Registry:
   - Your completed signed and witnessed statutory declaration
   - Payment details page
   - Certified ID documents
   - Original Service of Revocation Statement
   - Delivery confirmation card (if you served the photocopy by registered post)
   - Return original relationship certificate/s

Identification documents (ID)

- Refer to Identification documents page

Payment details

- Revoking a Relationship fee on our website does not include the issue of a standard certificate
- Certificates confirming revoked relationship are at standard price. Current fees may be confirmed at www.bdm.nsw.gov.au

Notice to withdraw

- Both or either parties may withdraw the application to revoke a registered relationship during the 90 day cooling off period
- There is no fee to withdraw, but application fees are non-refundable
- Notice to withdraw application can be downloaded from www.bdm.nsw.gov.au
Information about how to revoke a registered relationship

Continued

How we deal with your information

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the Births, Deaths and Marriages Registration Act 1995 (NSW). The information required on this form is collected under the provisions of this Act and forms the basis for the revocation of a relationship. The relationship register is part of the civil records of NSW and is a permanent historical record. The public do 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 Passport Office, Department of Immigration and Border Protection, and motor vehicle or driver licensing authorities) and to 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 apply to revoke a registered 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, 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 (DFaT), Department of Immigration and Border Protection (DIBP), 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 National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using DVS.

Fees and processing times

Please call 13 77 88 for current fees and processing times or check our website at www.bdm.nsw.gov.au

Enquiries

Phone: 13 77 88
NRS: 1300 555 727
www.bdm.nsw.gov.au

If you require further information or need advice, interpreting services are available by phoning the Translating and Interpreting Service (TIS National) on 131 450

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
Identification documents

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

- Each applicant must provide at least three (3) forms of identification, one of each from categories 1, 2 and 3.
- If you are unable to provide ID from category 1, you must still provide at least three (3) forms of ID. At least one (1) of these must be from category 2 and two (2) from category 3.
- If your identity documents do not show your current residential address provide a current utility bill (water, electricity, gas, telephone, etc), rates notices or lease agreement. See category 4.
- All documents must be current.
- All photocopies of ID must be certified by an authorised witness as being true and correct copies of the originals.
- If you are unable to meet these requirements please contact the Registry.

Authorised witness

The following persons can certify photocopies of documents as being true copies of the originals.

- 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

Once you have read and understood the information above, proceed to the next page to complete your application.
Complete the following and deliver/post a copy of this page to the other registered person in the relationship. The original is to be submitted with your “Statutory declaration revoking a registered relationship by yourself”.

I,

Family name
First given name Other given name(s)

am serving this notice to the person named below in the registered relationship

Family name
First given name Other given name(s)

to inform that I am applying to the NSW Births, Deaths and Marriages Registrar to revoke our registered relationship.

Signature
Date / /
False representation

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57 – 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.

Details of the person completing this declaration

I,__________

Family name

First given name__________________________ Other given name(s)__________________________

Date of birth / / Place of birth ________________

Residential address

Address Line 1 ____________________________________________________________________________

Address Line 2 ____________________________________________________________________________

Suburb/Town/City __________________________________________________________________________

State/Territory __________________ Postcode __________ Country __________

I declare that I have served a copy of the application to revoke the registered relationship signed by me, on the person named below

(print full name of other registered person in the relationship)

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 / / at Time of service (hh:mm) : __________

Registered post no: __________________

I declare 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 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...
Declarant

[An authorised witness must witness your signature, and supply other details below].

I certify that I have read and understood the declaration on the previous page.

Signature of declarant revoking a registered relationship alone

[Sign declaration in presence of authorised witness]

Date (dd/mm/yyyy) / /

Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness will need to sight one identity document (original or certified copy).

I certify 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 have confirmed the person’s identity using an identification document and the document I relied on was:

[describe identification document relied on – refer to page 1 “Statutory Declaration”]

Declared at

In the state of

on (dd/mm/yyyy) / /

Before me

JP No.

(signature of authorised witness)

Full name of authorised witness (block letters)

Contact phone number of authorised witness

Email of authorised witness

Address of authorised witness

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Tick correct title of authorised witness:

- Justice of the Peace
- Legal Practitioner (with current practising certificate)
- Notary Public
- A person authorised to administer an oath under Section 26 of the Oaths Act 1900
False representation

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57 – 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.

Applicant One

I,

Family name

First given name Other given name(s)

Date of birth Place of birth

Residential address

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Contact Details

Contact number Email address

declare that I am in a relationship with

(print full name of other registered person in the relationship)

Residential address

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

I declare 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 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.
Declarant One

[An authorised witness must witness your signature, and supply other details below].

I certify that I have read and understood the declaration on the previous page.

Signature of person applying to revoke a registered relationship

[Applicant/Declarant ONE]

Date (dd/mm/yyyy)

Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness will need to sight one identity document (original or certified copy)

I certify 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 have confirmed the person’s identity using an identification document and the document I relied on was:

[describe identification document relied on – refer to page 1 “Statutory Declaration”]

Declared at

In the state of

[on (dd/mm/yyyy) / /]

Before me

(signature of authorised witness)

[JP No.]

Full name of authorised witness (block letters)

Contact phone number of authorised witness

Email of authorised witness

Address of authorised witness

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory

Postcode

Country

Tick correct title of authorised witness:

[ ] Justice of the Peace

[ ] Legal Practitioner (with current practising certificate)

[ ] Notary Public

[ ] A person authorised to administer an oath under Section 26 of the Oaths Act 1900
False representation

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57 – 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.

Applicant Two

I,

Family name

First given name

Other given name(s)

Date of birth / / Place of birth

Residential address

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Contact Details

Contact number

Email address

declare that I am in a relationship with

(print full name of other registered person in the relationship)

Residential address

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

I declare 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 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.
Declarant Two

[An authorised witness must witness your signature, and supply other details below].

I certify that I have read and understood the declaration on the previous page.

Signature of person applying to revoke a registered relationship

Date (dd/mm/yyyy)

[Applicant/Declarant TWO]

Authorised witness

An authorised witness who takes and receives a statutory declaration in NSW must confirm your identity before the declaration is made. If you have not known the authorised witness for at least 12 months, the authorised witness will need to sight one identity document (original or certified copy)

I certify 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 have confirmed the person’s identity using an identification document and the document I relied on was:

[describe identification document relied on – refer to page 1 “Statutory Declaration”]

Declared at

In the state of

on (dd/mm/yyyy)

Before me

(JP No.)

(signature of authorised witness)

Full name of authorised witness (block letters)

Contact phone number of authorised witness

Email of authorised witness

Address of authorised witness

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory

Postcode

Country

Tick correct title of authorised witness:

[ ] Justice of the Peace

[ ] Legal Practitioner (with current practising certificate)

[ ] Notary Public

[ ] A person authorised to administer an oath under Section 26 of the Oaths Act 1900
Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee. Please PRINT clearly in BLACK pen. Start at the left. Please complete all details.

FEES

Application fee An application fee must be paid when you submit this form. This fee is non-refundable.

Certificate fee The Registry can issue a standard revocation certificate once a relationship has been revoked. Revoking a relationship fee on our website does not include the issue of a standard certificate. Certificates are at standard price. Current fees may be confirmed at www.bdm.nsw.gov.au

Do you require a certificate? Yes ☐ No ☐ If yes, please specify certificate quantity

Reason certificate is required (e.g. passport, driver's licence) Your relationship to the person registered (e.g. self, daughter)

APPLICANT’S DETAILS (details of person completing this form). Please provide copies of at least three (3) forms of current identification with your application.

Family name

First given name Other given name(s)

Company name (if applicable) Company reference number

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 on Identification, Privacy & Disclosure and that the information I have provided is true and correct.

DETAILS OF RELATIONSHIP

Applicant One details

Family name

First given name Other given name(s)

Date of birth / /

Applicant Two details

Family name

First given name Other given name(s)

Date of birth / /

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

Enclosed is a cheque*/ money order for $ . OR please debit my: AMEX ☐ MasterCard ☐ Visa ☐ $ .

Card number

Name of cardholder

Signature of cardholder

*Cheques payable to the NSW Registry of Births Deaths & Marriages. Personal/company cheques are not accepted for urgent applications.