

# Registering a relationship information



*Relationships Register Act 2010 (NSW)*

## Eligibility

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### 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, it takes 28 days after the application is received and compliant for the relationship to be registered.

### 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.

## Instructions

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

**Relationship registration statements** must be completed by each applicant.

**Identification documents** (three forms of ID for each applicant)

All photocopies of ID must be certified by a authorised witness as being true and correct copies of the originals. The following persons can certify your ID.

- 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*.

**Statutory declarations** must be completed by each applicant

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 witness must sight one identity document (original or certified copy), such as an Australian passport, Australian birth certificate, Australian or foreign driver's licence, an Australian citizenship certificate, a pension card issued by Centrelink, or an Australian Medicare card.

A copy of a document may be certified as a true copy of the original only by a person (other than the authorised witness) authorised to take and receive statutory declarations.

### 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.

## How we deal with your information

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### 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 registration 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 Passports Office, Department of Immigration and Citizenship, and motor vehicle or driver licencing 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 perform 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](http://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 reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online certificate validation service (Certvalid) or 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 processing times

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Please call 1300 655 236 for current fees and processing times or check our website at [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

## How to lodge this application

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### 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

You can lodge your application in person at the Registry locations listed below.

## Registry office locations and hours

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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 through the Translating and Interpreting Service on 13 14 50.

Tel: 1300 655 236 TTY: 9354 1371

[www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

# Registering a relationship statements



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

# Identification for each applicant



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## 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 an authorised 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 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

#### If born in Australia:

- An Australian Birth Certificate

#### If born overseas:

- New Zealand Citizenship Certificate
- New Zealand Birth Certificate
- Proof of permanent residency from Department of Immigration and Citizenship

### Category 2

- Australian Driver's Licence
- Australian Passport
- Firearms Licence
- Foreign Passport
- Proof of Age Card

### Category 3

- Medicare Card
- Credit or Debit Card
- Centrelink or Department of Veterans Affairs Card
- Security Guard/Crowd Control Licence
- Tertiary Education Institution Identity Card
- Overseas Birth Certificate

### Category 4

- Recent utility account with current NSW residential address
- Rates Notice
- Lease Agreement
- A Post office box is not acceptable evidence of residential address

## 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 with your application by clicking the link below to open a new window (PDF 180kb).**

<http://www.bdm.nsw.gov.au/PDF%20forms/18-Rel-Register-statdec-210512.pdf>