

# Application for a Relationship Certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521  
GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

## Certificate(s) you wish to receive

Registered Relationship certificate    Standard    Urgent    International Express Post  
 Revoked Relationship certificate   Quantity:

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

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words.  
Please complete all details.

## APPLICANT'S DETAILS (details of person completing this form).

Family Name

Given Name(s)

Street Address

Suburb  State  Postcode

Your relationship to the Person below (eg. self, parent, guardian)

Postal Address (if different from street address)

Suburb  State  Postcode

Daytime Phone Number (  )

Email

Reason certificate is required (eg. lost certificate, visa requirement, etc)

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

Signature of Applicant

Please provide copies of 3 forms of current identification with your application.

## Certificate Fee

The Registry can issue a standard relationship certificate once a relationship has been registered or revoked. Current fees may be confirmed at [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

## PAYMENT DETAILS (complete this section for mail applications only)

Enclosed is a Cheque\* / Money Order for \$

OR Please debit my: AMEX  MasterCard  Visa  \$

Card Number  Expiry Date  /

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.

OFFICE USE ONLY	Identification	Date issued

## Certificate entitlement

This application can only be used if the relationship is registered in NSW.

If you are one of the partners, your relationship certificate can be issued to you.

### You must provide:

Three (3) copies of your own identification (see below).

### Identification

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 Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.

All documents except foreign passports must be current.

### Category 1

#### If born in Australia:

- Australian Birth Certificate

#### If born overseas:

- Australian Citizenship Certificate
- Permanent Resident Status eg. Visa in Passport
- Foreign Passport

### Category 3

- Medicare Card
- Credit or Debit Card
- Centrelink Card
- Department of Veterans Affairs Card
- Security Guard/Crowd Control Licence

### Category 2

- Australian Driver Licence
- Australian Passport
- Firearms Licence
- Foreign Passport
- Proof of Age Card
- Tertiary Education Institution ID Card

### Category 4

- Rates Notice
- Lease Agreement
- Recent Utility Bill with current residential address

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

- 35 Regent Street, Chippendale NSW 2008
- 95 Tudor Street, Hamilton NSW 2303
- 2/74 Kembla Street, Wollongong NSW 2500
- 160 Marsden Street, Parramatta NSW 2150

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

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

## 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 change of name 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 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, 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 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) and the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.