

Information about how to revoke a registered relationship



Relationships Register Act 2010 (NSW)

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 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.

Instructions

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

One applicant or both parties can apply.

Joint applicants should complete separate statutory declarations for revocation of a relationship where both parties are making revocation.

If you are the sole applicant, please complete the statutory declaration for revoking a relationship by yourself.

Identification (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 OR witness your signature on the statutory declaration.

- 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 (if both parties to the relationship are applying)

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).

Revoking a relationship by yourself

Complete the statutory declaration regarding service with an authorised witness.

Payment details to revoke a relationship

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, but application fees are non-refundable.

Both parties should complete the statutory declaration to revoke a relationship.

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 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

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

Please call 1300 655 236 for current fees and processing times or check our website at 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

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

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 through the Translating and Interpreting Service on 13 14 50.

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au

Relationship revocation statements



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 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

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(s)

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 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

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(s)

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 authorised 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 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.
- 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

If born in Australia:

- An Australian Birth Certificate

If born overseas:

- Australian Citizenship Certificate
- Permanent Resident Status
eg Visa in Passport
- New Zealand Citizenship Certificate
- New Zealand Birth Certificate

Category 2

- Australian Driver Licence
- Australian Passport
- Firearms Licence
- Foreign Passport
- Photo ID Card from motor vehicle or driver licensing authorities

Category 3

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

Category 4

- Rates Notice
- Lease Agreement
- Recent utility account with current NSW residential address

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 relevant link below to open a new window.

Revoke a relationship alone (PDF 100kb)

<http://www.bdm.nsw.gov.au/PDF%20forms/19-Rel-Revoke-statdec-alone-210512.pdf>

Revoke a relationship together (PDF 120kb)

<http://www.bdm.nsw.gov.au/PDF%20forms/19-Rel-Revoke-statdec-together-210512.pdf>