

Notice of Intended Marriage (form 13)

- Must be lodged with the celebrant at least one month prior to the ceremony and no more than 18 months prior
- Must be signed by the couple and witnessed by a qualified witness –listed on the back of the form.
- Original** birth certificates or overseas passports are to be produced and noted on the Notice
- Australian passports are **not** acceptable
- Commonwealth** statutory declarations are to be executed in those cases where it is impossible to obtain a birth certificate or overseas passport. E.g. war torn countries where birth records have been destroyed. It is not sufficient to say that the birth certificate has been lost. The statutory declaration must state their full name, address, occupation, date and full place of birth, along with the parents' full names (including mother's maiden or birth name), as well as stating why it is impossible to obtain a birth certificate.
- If parties have been married previously, evidence of termination of the last marriage must be produced and noted on the Notice i.e. original divorce decree or original death certificates.
- Marriage brochure (Happily Ever Before and After) must be discussed and given to the couple

Certificate of Marriage Declarations (form 14)

- Must be signed by the parties and witnessed by the marriage celebrant prior to the ceremony.

Certificates of Marriage (forms 15 and 16)

- Must be signed by bride, bridegroom, two witnesses and the celebrant as part of the ceremony

General

- No abbreviations to be used on marriage paperwork
- Occupation must be described correctly i.e. Self-employed or retired is not acceptable, but Self-employed or Retired Carpenter is. Company names are not to be used. Student is acceptable, but if the person is unemployed, please record a dash (-).
- Place of birth should be recorded correctly i.e. Australian born = Suburb/City or Town, State or Territory and if Overseas born = City/Town, State (if applicable) and Country e.g. Kogarah, NSW or Greensboro, Alabama, USA.
- Deceased in Parents names, although noted on the Notice of Intended Marriage, should not be entered on the Certificate of Marriage or when registering marriages online.
- Mother's maiden name in full must be recorded for each party. This includes their given and family name at birth.

Establishing the identities to the marriage (including gender)

- The celebrant should require each party to a marriage to provide a driver's licence, a proof of age/photo card, a passport or a Certificate of Australian Citizenship along with another form of photographic evidence. **This requirement is separate from and additional to the requirement that each party to a marriage must give evidence of their date and place of birth.**
- Under Australian law, a marriage may only be solemnised between a man and woman.

When in doubt

- Please email online_celebrant@agd.nsw.gov.au for any situations that you can not find within the guidelines for marriage celebrants.

Marriage Document Checklist

Complete all forms.....

Notice of Intended Marriage (form 13)

- Page 3 - complete 1 to 12 (and if applicable 13 to 18)
- Page 4 - Date of Lodgement of Notice recorded
- Note both Identification & if applicable Decrees (including dates)
- Notation of Transfer when necessary
- Celebrant's number & signature included
- Marriage brochure provided to couple and noted

Certificate of Marriage (forms 16/14 & 15)

- Form 14 - Declarations for conjugal status completed and signed
- Form 15 - Number (Serial No.) noted on record keeping form

On both forms

- All certificates signed by celebrant, parties and witnesses
- Full name of witnesses in BLOCK letters
- Rites of ceremony noted
- Clear writing / printing on all documents
- No abbreviations
- Any alterations / corrections initialled

Registration documents

- Original documents posted to Registry:
 - o Notice of Intended Marriage (form 13 - pages 3 & 4)
 - o Marriage Certificate (Form 16/14)
- If applicable: Statutory declaration/s, Court Order and Parents' consent, and Interpreter's certificate.
- When registered online ensure the registration number appears in the top right hand corner of each marriage document.

Did you also know that ...

You can apply for certificates on behalf of the couple?

- Attach a completed application form with the fee and send together with the marriage paperwork lodged for registration. Go to www.bdm.nsw.gov.au for further information.
- The Guidelines on the Marriage Act 1961 for marriage celebrants is a helpful resource for all celebrants. Go to www.ag.gov.au for further information.

Helpful contacts (NSW Celebrants only) ...

- Email: online_celebrant@agd.nsw.gov.au
- Certificate purchase enquiries: 1300 655 236