

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relationship certificates in your possession must be returned to the Registry when lodging an application as they are no longer valid.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 Any relationship certificates issued thereafter will include this endorsement to confirm that the relationship was revoked.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

- 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

### 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

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

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

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

### Enquiries

Phone: 13 77 88  
NRS: 1300 555 727  
[www.bdm.nsw.gov.au](http://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**

### 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.

### 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

Continued

## 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*

### Category 1

#### If born in Australia

- 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 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 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Photo ID card from motor vehicle or driver licensing authorities

### Category 4

- Rates notice
  - Lease agreement
  - Recent utility account with current residential address
- A Post office box is not acceptable evidence of residential address)*

Once you have read and understood the information above, proceed to the next page to complete your application.

# Service of Revocation Statement

## Revoking a registered relationship by yourself



*Relationships Register Act 2010 (NSW)*

**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

# Statutory declaration

## Revoking a registered relationship by yourself



Registration No.

Continued

## 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 Please use BLOCK CAPITALS, black ink and not use white out.

I,

Family name

First given name  Other given name(s)

Date of birth  /  /  Place of birth

of

**Residential address**

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory  Postcode  Country

**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 NSW 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 it is an offence under s29 of the *Relationships Register Act 2010* to knowingly make a false or misleading representation in this application or its supporting documents and penalties may apply.

# Statutory declaration

## Revoking a registered relationship by yourself



Continued

### 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]

- \*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
- \*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

# Statutory declaration

## Revoking a registered relationship together



Registration No.

*Relationships Register Act 2010 (NSW)*

## 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.**

*Each applicant must complete a separate statutory declaration.  
Please use BLOCK CAPITALS, black ink and not use white out.*

## Applicant One

I,

Family name

First given name

Other given name(s)

Date of birth

 /  / 

Place of birth

of

### 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)*

of

### 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.

# Statutory declaration

## Revoking a registered relationship together



Continued

### 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]

- \*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**
- \*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



# Statutory declaration

## Revoking a registered relationship together



Registration No.

Continued

## 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.**

*Each applicant must complete a separate statutory declaration.  
Please use BLOCK CAPITALS, black ink and not use white out.*

## Applicant Two

I,

Family name

First given name  Other given name(s)

Date of birth  /  /  Place of birth

of

### 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)*

of

### 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.

# Statutory declaration

## Revoking a registered relationship together



Continued

### 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

[Applicant/Declarant TWO]

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]

- \*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**
- \*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*

# Payment Details

## Revocation of a registered relationship

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

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

See separate 'Fees for Products and Services' flyer.

**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](http://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  | <input type="text"/> |  |                      |
| First given name                                     | <input type="text"/> | Other given name(s)  | <input type="text"/> |
| Company name<br><i>(If applicable)</i>               | <input type="text"/> | Company reference number<br><i>(If applicable)</i>   | <input type="text"/> |
| Address  | <input type="text"/> | Suburb/Town/City   | <input type="text"/> |
| State/Territory                                      | <input type="text"/> | Postcode   | <input type="text"/> |
|  |                      | Country  | <input type="text"/> |
| Delivery address<br><i>(If different from above)</i> | <input type="text"/> | Suburb/Town/City   | <input type="text"/> |
| State/Territory                                      | <input type="text"/> | Postcode   | <input type="text"/> |
|  |                      | Country  | <input type="text"/> |
| Contact number                                       | <input type="text"/> | Email address  | <input type="text"/> |
| Signature of applicant                               | <input type="text"/> | <input type="checkbox"/> I certify that I understand the provisions on <b>Identification, Privacy &amp; Disclosure</b> and that the information I have provided is true and correct. |                      |

### DETAILS OF RELATIONSHIP

#### Applicant One details

|                  |                      |                      |                      |
|------------------|----------------------|----------------------|----------------------|
| Family name      | <input type="text"/> | Family name at birth | <input type="text"/> |
| First given name | <input type="text"/> | Other given name(s)  | <input type="text"/> |
| Date of birth    | <input type="text"/> |                      |                      |

#### Applicant Two details

|                  |                      |                      |                      |
|------------------|----------------------|----------------------|----------------------|
| Family name      | <input type="text"/> | Family name at birth | <input type="text"/> |
| First given name | <input type="text"/> | Other given name(s)  | <input type="text"/> |
| Date of birth    | <input type="text"/> |                      |                      |

### 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  Expiry date

Signature of cardholder

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

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.



Registry of Births Deaths & Marriages