

## General information

### Eligibility

To apply to register your relationship in NSW both partners must be:

- 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 with another person;
- not related by family.

At least one partner must reside in NSW.

Neither partner is required to be a (temporary or permanent) resident of Australia.

### The 28-day cooling off period

Once your application has been checked and everything is complete and correct, it can be processed.

There is a cooling off period before the relationship is registered and a certificate issued.

To cancel your application to register a relationship, you can lodge a Notice to withdraw as long as the relationship is not registered (page 11).

- Only the partners applying to register their relationship can apply to withdraw.
- One or both partners may apply.
- There is no fee to withdraw, however the relationship registration fee is non-refundable.
- Partner(s) who lodge a notice to withdraw must provide three forms of identification.



### Identification documents

**Three forms of identity are required for each partner.**

- One partner must also show proof of residency in NSW.
- All documents must be in English (provide accredited translation if necessary).

#### Applying by post

- An **authorised witness** must certify each photocopy to say it is a true copy of the original document.

#### Applying in person

- Original identification is required, if you are applying in person.



### Authorised witness

The following **authorised witnesses** can certify identity documents and witness the signing of a statutory declaration:

- Justice of the Peace (JP).  
Find a JP at: [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)
- Public Notary
- Legal practitioner – Solicitor/Barrister (holding a current Australian practising certificate)
- British or Australian Consular Officer; Judge or Magistrate.



### Statutory Declarations

- An **authorised witness** must confirm your identity before the declaration is made.
- They will need an identity document from you such as an Australian passport, Australian birth certificate, or driver licence, etc.
- A statutory declaration must be completed by each partner.

# Application to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

## Your right to privacy

### Privacy

The information required on this form is collected under the *Relationship Register Act 2010* and the *BDMR Act 1995*. The relationship register is part of the civil records of NSW and a permanent historical record. The public do not have access to these records.

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 and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to register a relationship, to issue the related certificate and to prevent fraud. All documents are scanned and retained in the Registry's system and all copies are destroyed.

### 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 which may be able to validate that information in support of 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 National Document Verification Service (DVS).

For more information, please see *Your Right to Privacy policy* on our website: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)



## Quick Checklist

### To apply to register a relationship

- both partners must complete: Parts 1-6
- both partners must provide the required identification (*page 3*).
- provide payment details (*page 9*).
- one partner to prove NSW residency (*page 4*)

**OR**

### To lodge a notice to withdraw

- within the 28-day cooling off period.
- at least one partner must complete a declaration (*page 11*).
- at least one partner must provide the required identification (*page 3*).

## Options to lodge

**You can complete this fillable form on your computer by typing in responses for each field.**

### By post

NSW Registry of Births Deaths & Marriages  
GPO Box 30, Sydney NSW 2001

- *Attach photocopies of your identification certified by an approved witness (do not mail originals).*

### In person

#### Service NSW Service Centre

Find locations at: [www.service.nsw.gov.au](http://www.service.nsw.gov.au)

- *Bring your original identification to be certified.*
- *Please have Parts 3 and 6 signed before lodging.*

## Enquiries

### Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

- NRS: 1300 555 727 (*Speech/hearing impaired*)
- TIS: 131 450 (*Translating/interpreting service*)

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



## Identification for each partner

This section is to apply to register a relationship (or withdraw).

- **You must provide three 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 forms of identification. At least one of these must be from category 2 and two from category 3.
- The person who is **residing in NSW** must provide at least **one identification document** containing a **current NSW residential address** (see category 4).
- All identification must be current (not expired). Utility bills or rate notices must have been issued within the last three months.
- Identity documents issued by overseas authorities must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).
- If applying in person, you must bring the original documents.
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application. See Page 1 for a list of Authorised Witnesses. A certified identity document is a photocopy which an Authorised Witness says is a true copy of the original.

Category 1	Category 2
<p><b>If born in Australia:</b></p> <p><input type="checkbox"/> An Australian birth certificate</p> <p><b>If born overseas:</b></p> <p><input type="checkbox"/> New Zealand citizenship certificate</p> <p><input type="checkbox"/> New Zealand birth certificate</p> <p><input type="checkbox"/> Australian citizenship certificate</p> <p><input type="checkbox"/> ImmiCard</p> <p><input type="checkbox"/> Certificate of registration by descent</p>	<p><input type="checkbox"/> Australian driver licence</p> <p><input type="checkbox"/> Australian passport</p> <p><input type="checkbox"/> Australian firearm licence</p> <p><input type="checkbox"/> Foreign passport</p> <p><input type="checkbox"/> Photo Card issued by a government agency</p> <p><input type="checkbox"/> Visa</p>
Category 3	Category 4
<p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Credit or debit card</p> <p><input type="checkbox"/> Centrelink card</p> <p><input type="checkbox"/> Australian Department of Veteran's Affairs card</p> <p><input type="checkbox"/> Australian security guard licence or crowd control licence</p> <p><input type="checkbox"/> Student or tertiary identity card</p> <p><input type="checkbox"/> Overseas birth certificate</p>	<p><i>(For acceptable documents in Category 4, please see the next page.)</i></p>

## Category 4 – Proof of residency in NSW

At least one partner must reside in NSW and must provide an identity document from Category 4 with a current residential address.

Alternatively, the partner can provide either a current NSW driver licence or a current NSW photo card ID. This would be both a Category 2 and Category 4 document.

For proof of residential address, bank statements and any document with a Post Office Box are not accepted.

## Examples of documents

These may include, but are not limited to the following types of documents.

<p><b>Do you own your own home?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Rates notices</li><li><input type="checkbox"/> Water rates</li><li><input type="checkbox"/> Utility bills</li><li><input type="checkbox"/> Land valuation certificate</li><li><input type="checkbox"/> Home insurance papers</li></ul>	<p><b>Or, do you rent your home?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Agent lease agreement with rental history ledger</li><li><input type="checkbox"/> Bond lodgement notice</li><li><input type="checkbox"/> Content insurance papers</li><li><input type="checkbox"/> Utility bills</li><li><input type="checkbox"/> Department of Housing rental ledger</li></ul>
<p><b>Do you work?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> ATO Notice of Assessment</li></ul>	<p><b>Or, are you currently unemployed?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Centrelink payment advice</li><li><input type="checkbox"/> Centrelink ledger, with address history</li><li><input type="checkbox"/> University / TAFE transcripts</li></ul>
<p><b>Do you own a vehicle?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Insurance papers</li><li><input type="checkbox"/> Registration papers</li><li><input type="checkbox"/> E-toll statements</li><li><input type="checkbox"/> Infringement notices</li></ul>	<p><b>What other documents do you have?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Other government letters</li><li><input type="checkbox"/> Electoral enrolment confirmation</li><li><input type="checkbox"/> Superannuation documents</li><li><input type="checkbox"/> Private health care statements</li></ul>

**Note:** If you change your residential address within the 28-day cooling off period, you must notify the Registry in writing with a certified copy of your updated Driver Licence or Centrelink Card or any documents from Category 4 to minimise delays.

# Application to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

## Partner ONE

### PART 1: Details

Family name

Family name at birth

Given name(s)

Date of birth

Sex

Male

Female

Other

Place of birth: City/State

Place of birth: Country

Occupation

Current residential address

Unit Number

Suburb/Town/City

State/Territory

Postcode

Country

Daytime contact number

Email

### PART 2: Marital Status & Parents

Current marital status

Never validly married

Widowed

De facto

Divorced

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names

### ! False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *BDMR Act*.

**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.

# Application to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

## PART 3: Partner ONE - Statutory Declaration

**I declare that:** (NOTE: declaration must be completed in the presence of an authorised witness)

I consent to the relationship being registered in the state of NSW.

I declare that all statements in this declaration are true and correct:

- I am 18 years of age or above; I am not related by family to the other person in this relationship; I am not married.
- I am not registered under this Act or a corresponding law as being in a registered relationship or an interstate registered relationship.

I have read and understand all the instructions in this document including **Your Right to Privacy** and **Disclosure of Information**.

I understand it is an offence to make false or misleading representations in this declaration and penalties may apply.

I understand this form becomes the property of NSW Registry of Births Deaths & Marriages who may confirm or verify the information provided and may disclose to persons or bodies with adequate entitlement the information under the Relationships Register Act 2010 or Access to information contained in the Register Policy.

**Partner ONE:** Full name

I declare for the purposes of the Relationships Register Act 2010 that I am in a relationship with:

Partner TWO full name

**Partner ONE** Signature (signed in the presence of an authorised witness\*) Date signed

**AUTHORISED WITNESS:** I certified 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*):

1. \*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
2. \*I have known the person for at least 12 months OR \* I have not known the person for at least 12 months, but I confirmed the person's identity using an identification document and the document I relied on was:

**ID document sighted**

**Declared at** (suburb/location)

**in the state of**

**on**

dd / mm / yyyy

**Before me** (signature of authorised witness)

**Full name of authorised witness** (BLOCK LETTERS)

Address of authorised witness

Suburb/Town/City

Postcode

Country

Daytime contact number

Email

**Tick the correct title of authorised witness**

Justice of the Peace (write JP No.)

Legal Practitioner

(with current Australian practising certificate)

British Consular Officer

Judge/Magistrate

Public Notary

Australian Consular Officer

Note: \* the date signed and the date declared must be the same day, having been dealt with within minutes of each other.



# Application to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

## Partner TWO

### PART 4: Details

Family name

Family name at birth

Given name(s)

Date of birth

Sex

Male

Female

Other

Place of birth: City/State

Place of birth: Country

Occupation

Current residential address

Unit Number

Suburb/Town/City

State/Territory

Postcode

Country

Daytime contact number

Email

### PART 5: Marital Status & Parents

Current marital status

Never validly married

Widowed

De facto

Divorced

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names

### ! False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *BDMR Act*.

**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.

# Application to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

## PART 6: Partner TWO - Statutory Declaration

**I declare that:** (NOTE: declaration must be completed in the presence of an authorised witness)

I consent to the relationship being registered in the state of NSW.

I declare that all statements in this declaration are true and correct:

- I am 18 years of age or above; I am not related by family to the other person in this relationship; I am not married.
- I am not registered under this Act or a corresponding law as being in a registered relationship or an interstate registered relationship.

I have read and understand all the instructions in this document including 'Your Right to Privacy' and 'Disclosure of Information'.

I understand it is an offence to make false or misleading representations in this declaration and penalties may apply.

I understand this form becomes the property of NSW Registry of Births Deaths & Marriages who may confirm or verify the information provided and may disclose to persons or bodies with adequate entitlement the information under the Relationships Register Act 2010 or Access to information contained in the Register Policy.

**Partner TWO:** Full name

I declare for the purposes of the Relationships Register Act 2010 that I am in a relationship with:

Partner ONE full name

**Partner TWO** Signature (signed in the presence of an authorised witness\*) Date signed

**AUTHORISED WITNESS:** I certified 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):

1. \*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
2. \*I have known the person for at least 12 months OR \* I have not known the person for at least 12 months, but I confirmed the person's identity using an identification document and the document I relied on was:

**ID document sighted**

**Declared at** (suburb/location)

**in the state of**

**on**

dd/mm/yyyy

**Before me** (signature of authorised witness)

**Full name of authorised witness** (BLOCK LETTERS)

Address of authorised witness

Suburb/Town/City

Postcode

Country

Daytime contact number

Email

**Tick the correct title of authorised witness**

 Justice of the Peace (write JP No.)  Legal Practitioner (with current Australian practising certificate) British Consular Officer Judge/Magistrate Public Notary Australian Consular Officer

Note: \* the date signed and the date declared must be the same day, having been dealt with within minutes of each other.



# Payment details to register a relationship

Relationships Register Act 2010 (NSW)



Registry of Births Deaths & Marriages

You can complete this fillable form on your computer by typing in responses for each field.

(If completing by hand, use a black or blue pen — print clearly and initial all corrections. Do not use white out).  
The application fee is non-refundable.

Do you require a letter confirming you have lodged this application? YES  (Fee applies)

What quantity of Standard relationship certificate/s do you require? e.g.1  (Enter a number)

Optional: Add Commemorative relationship certificate/s: 'Sydney Harbour'  'Opera House'

Optional: Do you wish to organise a Relationship Ceremony with the Registry? (Fee applies)

If yes, see next page for details and choose: Chippendale  or Parramatta

Reason certificate is required (e.g. visa)

Your relationship to the person registered (e.g. self)

## APPLICANT DETAILS

Family name

Given name(s)

Address  Suburb/Town/City

State/Territory  Postcode  Country

Postal Address (if different)  Suburb/Town/City

State/Territory  Postcode  Country

Phone number  Email address

Signature of applicant  International Registered Post (if required)

## DETAILS OF PARTNERS REGISTERING A RELATIONSHIP

**Partner ONE**

Family name  Given name/s

Date of birth

**Partner TWO**

Family name  Given name/s

Date of birth

## PAYMENT DETAILS (Complete this section for mail applications). For current fees, see our website.

\*Cheques payable to NSW Department of Customer Service

Total Amount \$  Please debit: AMEX  Mastercard  Visa  or enclosed is a cheque\*/money order

Card number

Cardholder name  Expiry date

Signature of cardholder  Surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.

ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001

## Celebrate this special moment!

Why not celebrate this special moment in your life with a relationship ceremony and/or commemorative relationship certificate/s! These are optional when you register your relationship.

### Relationship ceremony

This optional extra brings you together with your loved one (after the 28-day cooling off period is over) for the presentation of a ceremonial relationship certificate.

If you select the option of a ceremony at the top of page 9, we will contact you to organise a date, time and venue at one of the Registry's venues - either at the Chippendale or Parramatta Registries.

#### Notes:

1. A relationship ceremony does not constitute a legal marriage
2. This information is for Registry ceremonies only and not for weddings performed by independent Marriage Celebrants.

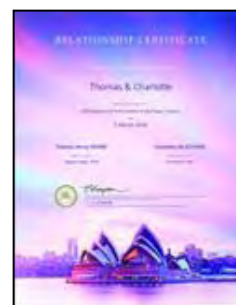
### You can make payment with this form

Please indicate at the top of Page 9 when you order your standard Relationship certificate/s. See website for details [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm).

### Commemorative relationship certificates

The perfect way to remember your special day!

- can be purchased as a package with a standard relationship certificate;
- are available to purchase on their own;
- presented in a framing size of 279mm x 355mm;
- printed on archival paper, wrapped in tissue paper and packaged in a protective cylinder;
- are for decorative purposes and may not be accepted by organisations as proof of identity.



Opera House



Sydney Harbour

You can apply for a commemorative relationship certificate if your relationship is registered in NSW. They are available to either person named on the certificate or their authorised representative.

### How to order

To make your selection of beautiful commemorative relationship certificate/s, please indicate at the top of Page 9 when you order your standard Relationship certificate/s.

# Notice to withdraw Application to register relationship

Relationships Register Act 2010 (NSW)



Registry of Births  
Deaths & Marriages

**NOTE:** You need to complete this page **ONLY** if you decide to **WITHDRAW** your application for a relationship within the 28-day cooling off period.

## ! Eligibility

- If you have applied to register a relationship and wish to withdraw the application, one OR both partners named on the original application must complete this section of the form.
- Before the relationship has been registered, the applicant may withdraw an application whether or not the 28 day cooling off period has passed.
- There is no fee to withdraw, however application fees are non-refundable.

I/we would like a refund for the certificate/s fee including registered mail (tick box)

I/we would like a refund for the Relationship Ceremony fee (tick box)

### PART 7: Partner ONE Declaration

I (full name of Partner ONE)

Date of birth

Place of birth: City/State & Country

Residential address

Suburb/Town/City

Postcode

Country

**I request that the application to register a relationship with:**

(full name of Partner TWO)

**Be withdrawn from the date of this application**

- Certified copies of three forms of my identification are attached to this form.

**Partner ONE Signature**

Date signed

### PART 8: Partner TWO Declaration

I (full name of Partner TWO)

Date of birth

Place of birth: City/State & Country

Residential address

Suburb/Town/City

Postcode

Country

**I request that the application to register a relationship with:**

(full name of Partner ONE)

**Be withdrawn from the date of this application**

- Certified copies of three forms of my identification are attached to this form.

**Partner TWO Signature**

Date signed