

Information about how to withdraw an application to revoke a registered relationship



Relationship Register Act 2010 (NSW)

Eligibility

Are you eligible to apply to withdraw an application to revoke a registered relationship in NSW?

If both parties have applied to revoke the relationship, either party can apply to withdraw the application to revoke the relationship during the cooling off period.

If one party has applied to revoke the relationship, only this party can apply to withdraw the application to revoke the relationship during the cooling off period.

Instructions

1 Complete notice/s

Use black ink and write in BLOCK letters.

All corrections must be initialled. Do not use white out.

- Joint applicants should complete separate **Notices to withdraw an application to revoke a registered relationship.**
- Sole applicants to complete *Applicant One Notice to withdraw an application to revoke a registered relationship.*

If you are the sole applicant lodging this notice the Registry will notify the other registered party.

2 Payment details

- There is no fee to withdraw, but application fees are non-refundable.

3 Identification documents (ID)

To protect your privacy, the Registry requires proof of your identity.

- Each applicant must provide at least four (4) forms of identification, **one from each category.**
- If you are unable to provide ID from category 1, you must still provide at least four (4) forms of ID from other categories.
- All documents must be current.

Authorised witness

The following persons can certify copies 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 Evidence of Right to be in Australia

- Australian birth certificate
- Australian Citizenship certificate
- Certificate of registration by descent
- ImmiCard
- New Zealand birth certificate
- New Zealand citizenship certificate

Category 2 Linkage between identity and person (photo & signature)

- Driver's licence
- Proof of age card, or photo card issued by a government agency
- Australian passport
- Firearms licence (current)
- Foreign passport

Category 3 Evidence of identity operating in the community

- Medicare card
- Private health care card
- Centrelink pensioner concession card, or other entitlement card issued by the Department of Human Services
- Australian Department of Veterans Affairs card
- Security Licence (current)
- Student or tertiary education ID card
- Overseas birth certificate
- Current visa grant notice

Category 4 Evidence of NSW residential address

- Driver's licence
- Proof of age card, or photo card issued by a government agency
- Centrelink Card
- Recent utility bill (electricity, water or gas) which has been issued in the last three months
- Council rates notice
- Lease agreement
- Electoral enrolment confirmation
- E-Toll statements
- Infringement notice
- Insurance documents
- Registration documents
- Other government documents/notices
- Private health care statement

- Australian passport must be current or expired within the last three years.
- Overseas identity documents must be translated into English by an accredited translator such as the National Accreditation Authority for Translators and Interpreters (NAATI). Submit both the foreign and English translation documents together.
- Documents showing bank/financial details and credit/debit cards are not accepted.
- For proof of residential address, documents with a Post Office Box are not accepted.

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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 withdrawal of an application to revoke a registered 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 withdraw an application to revoke a registered relationship, obtain the requested certificate and to prevent fraud.

For further information on privacy please visit our website at www.nsw.gov.au/bdm

Fees and processing times

Please call 13 77 88 for current fees and processing times or check our website at www.nsw.gov.au/bdm

Enquiries

Phone: 13 77 88
NRS: 1300 555 727
www.nsw.gov.au/bdm

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 in person at a Service NSW service centre
www.service.nsw.gov.au

Notice to **withdraw** an application to revoke a registered relationship



Relationships Register Act 2010 (NSW)

Official Use Only
Registration No.

False representation

If you knowingly provide false information in this notice, 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.

Applicant One

Please use black ink and BLOCK letters and do not use white out to complete this declaration

If you have applied to revoke a registered relationship and wish to withdraw the application, you must complete this form. This withdrawal must be made within 90 days of lodging the application to revoke your registered relationship. There is no fee to withdraw, however application fees paid are non-refundable.

I,

[full name of applicant one on relationship registration]

Date of birth / / Place of birth

Email: Contact number

of

Residential address [residential address of applicant one]

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

hereby request that the application to revoke a registered relationship with:

[full name of applicant two on relationship registration]

be withdrawn from the date of this application.

Applicant One
signature

Date (dd/mm/yyyy)

Notice to **withdraw** an application to revoke a registered relationship



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Registration No.

False representation

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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.

Applicant Two

Please use black ink and BLOCK letters and do not use white out to complete this declaration

If you have applied to revoke a registered relationship and wish to withdraw the application, you must complete this form. This withdrawal must be made within 90 days of lodging the application to revoke your registered relationship. There is no fee to withdraw, however application fees paid are non-refundable.

I,

[full name of applicant two on relationship registration]

Date of birth / / Place of birth

Email: Contact number

of

Residential address [residential address of applicant one]

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

hereby request that the application to revoke a registered relationship with:

[full name of applicant two on relationship registration]

be withdrawn from the date of this application.

**Applicant Two
signature**

Date (dd/mm/yyyy)