

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

Relationships 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

1. Australian passport must be current or expired within the last three years.
2. 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.
3. Documents showing bank/financial details and credit/debit cards are not accepted.
4. For proof of residential address, documents with a Post Office Box are not accepted.

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Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our Access Policy and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our Privacy Collection Notice, available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

Fees and processing times

Check our website for fees and processing times.
www.nsw.gov.au/bdm

Enquiries

Phone: **13 77 88**

NRS: 1300 555 727 (hearing impaired)
www.nsw.gov.au/bdm

Interpreting services are available by phoning the Translating and Interpreting Service (TIS National) on **131 450**

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

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Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents.

I declare that the information I have provided is true and correct.

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

I declare that the information I have provided is true and correct.

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It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents.

I declare that the information I have provided is true and correct.

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 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 two

signature

Date

I declare that the information I have provided is true and correct.