

# Application to register a relationship

*Relationships Register Act 2010 (NSW)*

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## 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.
- Any certificate fees will be refunded.
- 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)
- Legal practitioner – Solicitor/Barrister (holding a current Australian practising certificate)
- Public Notary
- 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.

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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>.

## Quick Checklist

### To apply to register a relationship

- both partners must complete: Pages 5,6,7 and 8
- 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 or before relationship registered.
- at least one partner must complete declaration (*page 11*).
- at least one partner must provide the required identification (*page 3*).

## Options to lodge

### Online

You can lodge this online at [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

**Or alternatively, you can complete this fillable form on your computer by typing in responses for each field and then lodging:**

### 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)

## 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)

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## Identification for each partner

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

- You must provide documents to prove your identity. The documents must be current (not expired).
- You must provide one document from each category 1, 2 and 3. The person who is residing **in NSW** must attach at least **one identification document containing a current NSW residential address** from category 4.
- Alternative combinations of identification. If you are unable to provide one of each from Categories 1, 2 and 3, you must provide at least 3 forms of identification. At least one of these must be from Category 2, and two from Category 3. Please note that a Medicare Card and a Private health care card cannot be used together for the same applicant.
- 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.

## Relationship registration proof of identity (POI)

### Category 1

#### Evidence of Right to be in Australia

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

### Category 2

#### Linkage between identity and person (photo & signature)

Australian driver licence  
 Proof of age card, or photo card issued by a government agency  
 Australian passport  
 Firearms licence (current)  
 Foreign passport  
 Visa

### 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  
 Foreign Birth Certificate

### Category 4

#### Evidence of NSW residential address

(For acceptable documents in Category 4, please see the next page.)

1. Australian passport must be current or expired within the last three years.
2. Overseas identity documents in a foreign language must be translated into English. Submit a copy of 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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## 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.

## Examples of documents

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

### Do you own your own home?

- Rates notices
- Water rates
- Utility bills
- Land valuation certificate
- Home insurance papers

### Or, do you rent your home?

- Lease agreement
- Bond lodgement notice
- Content insurance papers
- Utility bills
- Department of Housing

### Do you own a vehicle?

- Insurance papers
- Registration papers
- E-toll statements
- Infringement notices

### Or, are you currently unemployed?

- Centrelink payment advice
- University / TAFE transcripts

### What other documents do you have?

- Other government letters
- Electoral enrolment confirmation
- Private health care statements

**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

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## 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

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

### 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.

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## 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 am not in a relationship as a couple with a person other than the other applicant.

**Partner one: Full name**

**Partner two: Full name**

I (Partner one) declare for the purposes of the *Relationships Register Act 2010* that I am in a relationship with (Partner two) and live in:

Suburb/Town/City

Postcode

Country

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

**Partner one:** Signature (signed in the presence of an authorised witness\*)

Date signed

## Witness declaration

**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

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

**Full name of authorised witness** (*blockletters*)

Address of authorised witness

Suburb/Town/City

Postcode

Country

Daytime contact number

Email

**Tick correct title of authorised witness:**

Justice of the Peace (*write JP No.*)

Legal Practitioner (*with current practising certificate*)

British Consular Officer

Judge/Magistrate

Public Notary

Australian Consular Officer

# Application to register a relationship

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## 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

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

### 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.*

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## 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 am not in a relationship as a couple with a person other than the other applicant.

I have read and understand all the information and instructions in this document including the information about privacy.

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**

**Partner one: Full name**

I (Partner two) declare for the purposes of the *Relationships Register Act 2010* that I am in a relationship with (Partner one) and live in:

Suburb/Town/City

Postcode

Country

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

**Partner two:** Signature (signed in the presence of an authorised witness\*)

Date signed

## Witness declaration

**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

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

**Full name of authorised witness** (*blockletters*)

Address of authorised witness

Suburb/Town/City

Postcode

Country

Daytime contact number

Email

**Tick correct title of authorised witness:**

Justice of the Peace (write JP No.)

Legal Practitioner (with current practising certificate)

British Consular Officer

Judge/Magistrate

Public Notary

Australian Consular Officer



# Application to register a relationship

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



You can complete this application online at: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

**PRINT** clearly in **BLACK** pen and complete all details.

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' (Fee applies)

**Optional:** Do you wish to organise a Relationship Ceremony with the Registry at Pyrmont? Yes (Fee applies) or No

**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

Delivery Address  
(if different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Phone number

Email address

Signature of applicant

I have read and understand all the instructions in this document including the information about privacy. I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that 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.

## 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 all mail applications)

Total Amount \$

Please debit my: AMEX

Mastercard

Visa

Contact Service NSW on 13 77 88 to discuss alternate payment methods if required

Card number

Name of cardholder

Expiry date

Signature of cardholder

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## 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

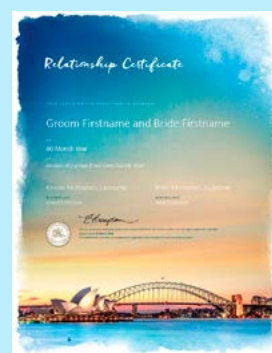
- can be purchased as a package with a standard relationship certificate;
- are available to purchase on their own;
- presented in a framing size of 279mm x 355mm;
- printed on archival paper, wrapped in tissue paper and packaged in a protective cylinder;
- are for decorative purposes and may not be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

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.



Opera House



Sydney Harbour

### 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.

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**Note: You need to complete this page ONLY if you decide to WITHDRAW your application before registration of the relationship.**

## 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

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

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