

# Register a relationship application

## About this application

You can use this form to apply to register your relationship in NSW if you are not married. This allows your relationship to be legally recognised as 'de facto'.

## Who can apply

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

- over 18 years of age
- at least one partner must reside in NSW
- not married to each other or anyone else
- not already in a registered relationship under the *Relationship Registration Act 2010* (NSW) or in another state or territory in Australia
- not in a relationship with any other person
- not related by family.

## 28-day cooling off period

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

The 28-day cooling off period begins when the application is complete and correct, before the relationship is registered and a certificate issued.

To withdraw your application to register a relationship, you must submit a separate application - *Form #4 Withdraw a relationship registration application* available at [nsw.gov.au](http://nsw.gov.au). If you wish to withdraw this application, the application fee cannot be refunded, however certificate fees and confirmation letter fee can be refunded (if applicable).

## What you need

Each partner must provide at least three proof of current identity documents listed on page 2.

One partner must also provide proof of residency in NSW.

If the application is submitted by post, identity and proof of residency documents must be certified by an authorised witness.

Statutory declarations must be signed by each partner, and an authorised witness must witness the signing.

You will need to pay a non-refundable application fee. Fees are available at [nsw.gov.au/bdm/processing-times](http://nsw.gov.au/bdm/processing-times).

## Authorised witness

The following authorised witnesses can certify identity documents and witness the signing of statutory declarations:

- 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 practising certificate).
- Public Notary
- British or Australian Consular Officer
- Judge or Magistrate
- A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*.

## 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 [www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice](http://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice).

## How to submit your application

### By post

Please post this application and copies of identity documents to:

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

**Note:** do not post original identity documents.

### In person

To submit in person, find your local Service NSW Centre at [www.service.nsw.gov.au](http://www.service.nsw.gov.au).

Bring your original identity documents for staff to check and scan.

### Translating and Interpreting Service

Phone: 131 450  
NRS: 1300 555 727 (hearing or speech impaired)

## Warning

It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1995*. It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents. Penalties apply.

## Accepted proof of identity documents

- Each partner must provide one form of identity from each list, and identification must be current (not expired).
  - If submitting your application at a Service NSW Centre, you must bring the original identity documents.
  - If applying by post, include copies of each identity document. Do not post original identity documents to the Registry.
- Overseas identity documents must be current and in English or translated into English by an accredited translator such as the National Accreditation Authority for Translators and Interpreters (NAATI). Translation of the document is not required if it is written in multiple languages and one of those languages is English.

### List 1: Core proof of identity document

*(provide one from this list. If you cannot, please submit an additional document from either List 2 or List 3, totaling three proof of identity documents, plus proof of at least one partner's NSW residency)*

- Australian birth certificate
- Citizenship certificate
- ImmiCard
- Citizenship by Descent certificate.

### List 2: Link between your photo and signature

*(provide one from this list)*

- Australian passport (either current, or expired within the last 3 years)
- Foreign passport (with authorised translation if not in English)
- Australian driver licence
- Proof of age card, or photo card issued by a government agency
- Australian visa (using your foreign passport)
- NSW Corrective Services certificate
- Australian firearms licence.

### List 3: Evidence of your name in the community

*(provide one from this list)*

- Medicare card
- Private health care card
- Centrelink concession card or other entitlement card
- Maritime Security Identity Card
- Aviation Security Identity Card
- Titre de Voyage
- Student or tertiary identity card
- Australian Department of Veterans' Affairs card
- Security licence
- Working with Children Check
- Driver licence (if not provided in list 2)
- Foreign birth certificate (with authorised translation if not in English)
- Any other foreign government issued document.

### List 4: Proof of at least one partner's current NSW residency

*PO BOXES and bank statements are not accepted.*

If at least one partner has already attached a proof of age card or photo card issued by an Australian government agency, a current driver licence or Centrelink card that contains your correct current NSW residential address, you are not required to attach any further documents for list 4.

Otherwise, provide one document from this list:

- Utility bill from the last 3 months (electricity, water or gas) with current residential address
- Council rates notice from the last 3 months
- Lease agreement accompanied with rental ledger history
- Superannuation fund statement
- Internet bill.

**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, Centrelink Card, or any identity document listed on this page to minimise delays.

### Don't have enough identity documents?

Complete the application with what you have, and we will be in contact with you.

## Read before completing form – important information

- All sections of this form must be completed.
- You can complete this form digitally, or you can print this form and fill it out with black or blue pen.
- Use BLOCK letters and write clearly.

## Part A – Partner one details (at least one partner must have NSW residency)

First name Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

Date of birth City/State of birth Country of birth

Sex Current marital Status

- |                       |                       |
|-----------------------|-----------------------|
| Male                  | Never validly married |
| Female                | Widowed               |
| Non-binary            | De facto              |
| Non-specified         | Divorced              |
| Other. Please specify |                       |

### Current residential address (at least one partner must have NSW residency)

Occupation Street address

Email address Suburb/Town/City State/Territory

Phone number Postcode Country

## Part B - Partner one's parents' details

Complete partner one's parents' details if they are known. We ask for parents' details to help find and match records held in the Register.

### Parent one details (birthing parent)

First name

Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

### Parent two details

First name

Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

## Part C – Partner one applicant declaration

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

## Part D – Partner one statutory declaration

Note: Statutory declaration must be completed in the presence of an authorised witness. An authorised witnesses who can certify identity documents and witness the signing of this declaration in NSW include a Justice of the Peace, legal practitioner, Public Notary, British or Australian Consular Officer. If this declaration is being completed outside of NSW, It may be witnessed by a person who is authorised to witness statutory declarations under that jurisdiction.

### I (partner one) declare that:

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 with any person other than partner two named in this application.

**Partner one full name**

**Partner two full name**

**I (partner one) reside in NSW**

**I (partner one) do not reside in NSW, but my partner does**

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.

**I (partner one) declare for the purposes of the *Relationship Register Act 2010* that I am in a relationship with partner two. 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:

Tick the box that applies:

I saw the face of the person

I did not see the face of the person because the person was wearing a face covering but I am satisfied that person had a special justification for not removing the covering

Tick the box that applies:

I have known the person for at least 12 months

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:

*Partner one identity document sighted*

**Declare at:** Place

Date (Must match applicant's signature date above)

**on**

Before me (signature of authorised witness)

Full name of authorised witness (block letters)

Phone number of authorised witness

Work email address of authorised witness

### Tick correct title (qualification) of authorised witness:

Justice of the Peace. Write JP number:

Australian Consular Officer

Legal practitioner (with current practicing certificate)

British Consular Officer

Judge/Magistrate

Public Notary

## Part E – Partner two details (at least one partner must have NSW residency)

First name Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

Date of Birth City/State of birth Country of birth

Sex Current marital Status

- |                       |                       |
|-----------------------|-----------------------|
| Male                  | Never validly married |
| Female                | Widowed               |
| Non-binary            | De facto              |
| Non-specified         | Divorced              |
| Other. Please specify |                       |

### Current residential address (at least one partner must have NSW residency)

Occupation Street address

Email address Suburb/Town/City State/Territory

Phone number Postcode Country

## Part F – Partner two’s parents’ details

Complete partner two’s parents’ details if they are known. We ask for parents’ details to help find and match records held in the Register.

### Parent one details (birthing parent)

First name

Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

### Parent two details

First name

Other given name/s or middle names (optional)

Family name (surname)

Family name at birth (surname)

## Part G – Partner two applicant declaration

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

## Part H - Partner two statutory declaration

**Note:** Statutory declaration must be completed in the presence of an authorised witness. An authorised witnesses who can certify identity documents and witness the signing of this declaration in NSW include a Justice of the Peace, legal practitioner, Public Notary, British or Australian Consular Officer. If this declaration is being completed outside of NSW, It may be witnessed by a person who is authorised to witness statutory declarations under that jurisdiction.

### I (partner two) declare that:

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 with any person other than partner one named in this application.

**Partner one full name**

**Partner two full name**

### I (partner two) reside in NSW

### I (partner two) do not reside in NSW, but my partner does

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*.

**I (partner two) declare for the purposes of the *Relationship Register Act 2010* that I am in a relationship with partner one. 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:

Tick the box that applies:

I saw the face of the person

I did not see the face of the person because the person was wearing a face covering but I am satisfied that person had a special justification for not removing the covering

Tick the box that applies:

I have known the person for at least 12 months

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: *Partner two identity document sighted*

**Declare at:**      Place Date (Must match applicant's signature date above)

**on**

Before me (signature of authorised witness)

Full name of authorised witness (block letters)

Phone number of authorised witness

Work email address of authorised witness

### Tick correct title (qualification) of authorised witness:

Justice of the Peace. Write JP number:

Australian Consular Officer

Legal practitioner (with current practicing certificate)

British Consular Officer

Judge/Magistrate

Public Notary

## Application fee

A standard application fee applies for the processing of all Relationship Registration applications. **This fee is non-refundable.** Confirmation letters and certificates are subject to additional fees, separate from the non-refundable application cost. Fees and processing times are available on our website at [nsw.gov.au/bdm/processing-times](https://nsw.gov.au/bdm/processing-times).

## Part I – Lodged application confirmation letter (optional for additional fee)

Do you require a letter confirming you have lodged this application? If 'Yes', an additional fee applies.

**Yes.** The email address to send the letter to is (*specify below*) **No.**

## Part J – Certificate order quantity (optional for additional fee)

Please note that certificates will be mailed to you, and postage and handling charges will apply. Fees and processing times are available on our website at [nsw.gov.au/bdm/processing-times](https://nsw.gov.au/bdm/processing-times)

### Standard relationship certificates

**Optional:** What quantity of standard relationship certificate(s) do you require? (Enter number)

**Note:** Not adding a standard certificate to your order will restrict your ability to prove your registered relationship to other organisations.

### Commemorative relationship certificates

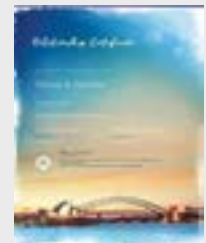
You can celebrate the registration of your relationship with a commemorative certificate. Commemorative certificates are presented in a framing size of 279mm x 355mm, printed on archival paper, wrapped in tissue paper and packaged in a protective cylinder. They are for decorative purposes and may not be accepted by organisations as proof of identity.

**Optional:** Add commemorative relationship certificate(s).



'Opera House'

(Enter number)



'Sydney Harbour'

(Enter number)

## Postal address

Use partner one address.

Use partner two address.

Use other address (complete details below).

Street address / PO Box

Suburb/Town/City

State/Territory

Postcode

Country

## Part L - Secure payment process for postal applications

Please provide your email address below (please print clearly). After your application has been reviewed, you will receive an email from the Registry with a secure payment link. You can pay using a credit or debit card. Alternatively, you can submit this application form and pay in person at a Service NSW Centre. Please visit [www.service.nsw.gov.au/service-centre](https://www.service.nsw.gov.au/service-centre) to find your nearest Service Centre.

More information on fees and processing times can be found at [www.nsw.gov.au/bdm/processing-times](https://www.nsw.gov.au/bdm/processing-times)

Email address

## Optional: Celebrate with a relationship ceremony (non-legal)

You can declare your love for each other with a relationship ceremony at the Pyrmont Registry. Fees and more information are available on our website at [nsw.gov.au](https://nsw.gov.au). If you wish to organise a ceremony, email [bdm-marriages-syd@customerservice.nsw.gov.au](mailto:bdm-marriages-syd@customerservice.nsw.gov.au) with the subject line "Relationship Ceremony Enquiry".

**Note:** A relationship ceremony does not constitute a legal marriage. This ceremony holds no legal significance.