

Relationship certificate application

About this application form

Use this application to apply for a standard and/or a commemorative relationship certificate if you have registered your relationship in NSW. A relationship certificate can be applied for and issued to either partner in the relationship, as long as one person resides in NSW.

A standard relationship certificate can be used to help establish a person's identity. A commemorative certificate is a decorative certificate with the design of your choice and is not a legal document. View the website for designs and fees: nsw.gov.au/family-and-relationships

Accepted proof of identity documents

You must provide at least three **current** identity documents from the list below for yourself. All documents must be current and have your full name.

- Australian passport (either current, or expired within the last 3 years)
- Australian driver licence
- Medicare card
- Australian birth certificate
- Australian citizenship certificate
- Centrelink card
- Australian visa using your foreign passport
- ImmiCard
- Private healthcare card
- Aviation Security Identification Card (ASIC)
- Maritime Security Identification Card (MSIC)
- New Zealand birth certificate
- New Zealand citizenship certificate and passport
- Foreign passport
- Proof of age / Photo ID card
- Security / crowd control licence
- Firearms licence
- Department of Veterans' Affairs card

You can also select one document from below:

- Utility bill from the last 3 months
- Rates notice from the last 3 months
- Lease agreement
- Other supporting documents e.g. an overseas issued driver licence or identity card.

Don't have enough identity documents?

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

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.

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.

How to submit your application

By post

Please post this application and copies of identity documents to:

Certificates 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. 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)

Read before completing form – important information

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

Applicant details (Details of person completing this application)

First name		Other given name/s or middle names (optional)	
Family name (surname)			
Phone number		Email	
Current address		Postal address (if different from current address) <small>*Additional fee applies for international postage.</small>	
Street address		Street address	
Suburb/Town/City	State/Territory	Suburb/Town/City	State/Territory
Postcode	Country	Postcode	Country
Reason a certificate is required			
Signature of applicant		Date signed	

Details of relationship

Date of relationship registration		If unknown, dates to be searched:	
		From	To
Partner one details		Partner two details	
First name	Date of birth	First name	Date of birth
Other given name/s or middle names (optional)		Other given name/s or middle names (optional)	
Family name (surname)		Family name (surname)	
Family name at birth (surname)		Family name at birth (surname)	

Certificate order quantity

What number of certificates do you require? Each certificate is subject to an additional fee. Please note that certificates will be mailed to you, and postage and handling charges apply. Note: The standard relationship certificate is a legal document, but the commemorative certificates are not legal documents.

Standard relationship certificate	(enter number)	Sydney Harbour commemorative certificate	(enter number)
Opera House commemorative certificate	(enter number)	Revoked relationship certificate	(enter number)
		Only select this option if you've previously completed a <i>Revoke a registered relationship application</i>	
Do you require priority processing of your application? Yes		If you tick 'yes', an additional fee applies.	

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 to find your nearest Service Centre.

More information on fees and processing times can be found at www.nsw.gov.au/bdm/processing-times

Email address