

Applying for certificates

Use this form to apply for a standard and/or a commemorative relationship certificate/s.

A standard relationship certificate can be used to help establish a person's identity.

Celebrate the registration of your relationship with a commemorative certificate. See website for designs and fees. Commemorative certificates do not contain security features and organisations may not accept them as a proof of identity document.

Certificate entitlement

This application form is for relationships registered in NSW. A relationship certificate can be applied for, and issued to either of the partners in the relationship.

Identification (ID)

You must provide at least three forms of ID, one of each from Categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1

If born in Australia:

- An Australian birth certificate

Record of immigration status:

- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

Category 3

- Medicare card
- Centrelink or Department of Veterans Affairs card
- Security guard/Crowd control licence
- Tertiary education institution ID card

Category 4

- Recent utility account with current residential address (issued within last three months)

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>.

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.



Online

You can complete this online at www.nsw.gov.au/bdm



Lodging by post

GPO Box 30
SYDNEY NSW 2001



Lodging in person

Service NSW service centres
<https://www.service.nsw.gov.au/>



Phone: 13 77 88

- Monday to Friday (7am-7pm)



Hearing/Speech impaired, phone:

- TTY 133 677
- NRS 1300 555 727



Translating and Interpreting, phone:

- TIS National 131 450

Apply for replacement relationship certificate application



Apply for replacement relationship certificate

Births Deaths and Marriages Registration Act 1995 ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.



You can complete this application online at: www.nsw.gov.au/bdm

PRINT clearly in **BLACK** pen and complete all details.
Do you require Priority processing of your application? Yes Fee applies, see website for details. International Registered Post

Please select the quantity and type of certificate/s you wish to receive e.g. 1.
Standard relationship certificate
Commemorative relationship certificates: Sydney Harbour Opera House
Revoked relationship certificate
Reason certificate is required (e.g. replacement for visa) Your relationship to the registered person (e.g. self)

Applicant's details (details of person completing this form). **Please provide copies of 3 forms of current identification with your application**

Family name
First given name Other given name/s
Company name (if applicable) Company reference number (if applicable)
Current address Suburb/Town
State/Territory Postcode Country
Postal address (if different from above) Suburb/Town
State/Territory Postcode Country
Phone number Email

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 relationship

Date of relationship registration *If date unknown, period to be searched: From To
(Note, each extra 10 year search or part thereof incurs a cost)

Partner one details

Family name Family name at birth
First given name Other given name(s)
Date of birth

Partner two details

Family name Family name at birth
First given name Other given name(s)
Date of birth

Payment details (complete this section for mail applications only). Please refer to www.nsw.gov.au/bdm for fees.

Total Amount \$ Please debit my: AMEX Mastercard Visa OR Enclosed is a cheque*/money order

Card number *Make cheques payable to NSW Department of Customer Service (non Priority only)

Name of cardholder Expiry date

Signature of cardholder A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.