

Single status certificate

About this application

If you intend to be married overseas or if you are returning to your country of residence to be married, you can use this application to apply for a single status certificate. You may be required to use the single status certificate to show that you are not currently married in NSW.

If you are applying for a certificate on behalf of another person, you must provide a letter of authority (available at: nsw.gov.au/bdm/letter-of-authority) giving permission from the person named on the certificate or if deceased, their next-of-kin.

Privacy

We collect, use and store the information on this form in compliance with the:

- *Births, Deaths and Marriages Registration Act 1995*
- *Relationship Register Act 2010*
- Regulations made under those Acts.

We use this information to assess eligibility and respond to your request. We may disclose your personal information to a third party to:

- verify that the information you've given is correct
- prevent fraud.

The Register is a permanent historical record and part of the civil records of NSW. We issue certificates using this information according to our Access Policy. The Register can be used for other purposes, including community planning and medical research. It is not available to the public.

Learn how we handle personal information in our Privacy Collection Notice: nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice

Fees and processing times

Information on fees and processing times is available online at: nsw.gov.au/single-status-certificate

Processing times apply only after proof of identity has been verified and all required information has been provided, including correct identification documents and payment of the application fee.

How to submit your application

By post

Please post this application and copies of your proof of identity documents to:

Certificate Production 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 service.nsw.gov.au/service-centre

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

Translating and Interpreting Service

If you need translating or interpreting services, you can access free services. Phone: 131 450

National Relay Service

If you are hearing or speech impaired, you can access free Voice Relay services. Phone: 1300 555 727.

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.

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.

Accepted proof of identity documents

You must provide at least **two** proof of identity (POI) documents for this application. Unless otherwise stated, all documents must be current. Documents **in bold** can be digitally verified and may result in faster processing.

Preferred POI

Do you have both of these? If yes, this is all you need

- **Australian passport**
- **Australian driver licence**

Otherwise, you will require two different documents - One document from List 1 and one document from List 2. A document can only be used once.

List 1

- **Australian passport** (current or within 3 years of expiry)
- **Australian birth certificate**
- **Australian visa** (using a foreign passport)
- **Australian driver licence***
- **Australian citizenship certificate**
- **Australian citizenship by descent certificate**
- **ImmiCard**
- Proof of age / Photo ID card*
- Foreign passport
- Foreign birth certificate
- Foreign driver licence
- Veteran card issued by the Department of Veterans' Affairs
- Confirmation of Aboriginality and/or Torres Strait Islander heritage
- Firearms licence

List 2

- **Medicare card**
- **Centrelink concession card**
- **Maritime Security Identification Card (MSIC)**
- **Aviation Security Identification Card (ASIC)**
- **Australian driver licence***
- **Australian Document of Identity issued by the Department of Foreign Affairs and Trade**
- **UN Convention Travel Document (Titre de Voyage)**
- Proof of age / Photo ID card*
- Veteran card issued by the Department of Veterans' Affairs
- Confirmation of Aboriginality and/or Torres Strait Islander heritage
- Certificate of Currency for private health insurance
- Current student ID card or school report, letter or invoice issued by an Australian school
- Student ID card issued by TAFE or university
- Security / crowd control licence
- Lease agreement
- Council rates notice (from the last 3 months)
- Utility bill (from the last 3 months)
- NSW Corrective Services release certificate

If you are providing foreign identity documents they must be in English or translated in full and stamped by an approved NAATI accredited translation service. Include both a copy of the foreign language document and translated document with your application.

Don't have enough identity documents?

Complete this application and submit it with any identification documents you do have. Ensure your contact details (email and mobile phone number) are recorded on the form. We will be in contact with you if we need any further information.

Submitting this application on behalf of someone else?

If you are applying on behalf of someone else (unless you are entitled to the certificate) you must provide:

- A completed "Letter of authority giving permission to apply for a certificate" available on our website: nsw.gov.au/bdm/letter-of-authority
- Two proof of identity documents for the person giving you permission
- Two proof of identity documents for yourself

If you are a solicitor, have a power of attorney, or are a legally appointed guardian please refer to our website:

nsw.gov.au/bdm/proof-of-identity

If your name is different on your identity documents or application, select the document(s) you will provide to show the link of a name change:

- Marriage certificate*
- Change of name certificate*
- Birth certificate (amended)*
- Court Order
- Deed poll
- Other

*If these life events were registered in NSW, you do not need to supply the certificate. Please tick the document above, and write the registration number or date of event if available to help us find and match records held in the Register.

NSW life event registration number and/or date of event

*If you choose to provide both a driver licence and a Proof of age / Photo ID card, **they must be issued by different states or territories**. If both are issued by the same state, you will need to choose a different combination of documents.

Part A – Certificate order quantity

What number of single status certificates do you require? (enter number)

Each certificate is subject to an additional fee. Please note that certificates will be mailed to you, and postage and handling charges will apply.

Do you require priority processing of your application?

Yes No If 'Yes', an additional fee applies.

Part B – Certificate entitlement

I am applying for myself

I am applying on behalf of someone else and will attach a letter of authority

Reason certificate is required (e.g. overseas marriage)

Part C - Details for required single status search

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

Family name (surname)

Family name (surname) at birth

Mobile/phone number

Email address

Date of birth

Suburb/Town/City of birth

Country of birth

Sex (tick box):

Male

Female

Non-binary

Non-specified

Other, please specify

Date of arrival in Australia (if applicable)

If previously married, date of divorce/death of spouse*

Years to be searched:

From

To

*The Registry will search for a person from age 16, the date of their arrival in Australia, or date of divorce/death of spouse

Applicant contact details (the person completing this form)

First name

Family name (surname)

Mobile/phone number

Email address

Current address of the applicant

Street address

Suburb/Town/City

State/Territory

Postcode

Country

Postal address (if different from current address)

*Additional fee applies for international postage

Street address/PO Box

Suburb/Town/City

State/Territory

Postcode

Country

Continue over page.

Parents' details

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

Parent one details (birthing parent)

First name(s)

Other given names or middle names

Family name (surname)

Family name at birth (surname)

Parent two details

First name(s)

Other given names or middle names

Family name (surname)

Family name at birth (surname)

Part D – 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 service.nsw.gov.au/service-centre to find your nearest Service Centre.

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

Email address

Part E – Declaration

I declare that the information I have provided is true and correct. I agree to allow my identity documents to be verified through the national Document Verification Service (DVS) to process this application inline with the privacy information on page 1*.

I understand it's an offence under Part 5A of the *Crimes Act 1900* to give false or misleading information or documents. I understand it's an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document. *If you do not consent to document verification through the DVS, please read through our Privacy Collection Notice for alternate processing: nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice

Signature of applicant

Date signed