

Relationship certificate application

About this application

Use this application to apply for a standard and/or a commemorative relationship certificate if you have already registered your relationship in NSW. This application may also be used to apply for a revoked relationship certificate. 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/relationship-register

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/family-and-relationships/relationship-register

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.



Applicant details (Details of person completing this application)

First name		Other given name/s or middle names (optional)	
Family name (surname)			
Mobile/Phone number		Email address	
Current home address (or organisation address)		Postal address* (if different from address) *Additional fee applies for international postage.	
Street address		Recipient name (if different from applicant name)	
Suburb/Town/City	State/Territory	Street address	
Postcode	Country	Suburb/Town/City	State/Territory
		Postcode	Country
Reason a certificate is required			

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		Other given name/s or middle names	
Family name		Family name	
Family name at birth		Family name at birth	

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 (DD/MM/YYYY)
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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

Only select this option if you've previously
completed a *Revoke a registered*
relationship application

(enter number)

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 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