

## APPLICATION FOR MARRIAGE CERTIFICATE

**BY MAIL:** GPO Box 4332, Melbourne, Victoria, 3001, Australia

**IN PERSON:** Ground Floor 595 Collins Street, Melbourne 8.30 am - 4.30 pm Monday to Friday  
(excluding public holidays)

Is certificate to be posted? <input type="checkbox"/> No <input type="checkbox"/> Yes	If YES, is Express Post required? <input type="checkbox"/> No <input type="checkbox"/> Yes (additional fees apply)
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**YOU MUST PROVIDE PROOF OF YOUR IDENTITY WITH THIS APPLICATION - SEE PAGE 2**

**MARRIAGE CERTIFICATE DETAILS:** *If this application relates to a person other than yourself, written authority and identification from that person may also be required. Please read the Registry's Access Policy for further details.*

Registration No. (if known)		Place of marriage <i>Town and State/Country</i>	
Date of Marriage	Day    Month    Year /    /	Or years to be searched	From ..... to .....
Bridegroom's name	Surname	Given names	
Bride's name	Family name (at time of marriage)	Given names	
Celebrant's name (if known)	Surname	Given names	

**PLEASE USE BLOCK LETTERS**

**APPLICANT'S DETAILS**    *See page 2 for the Proof of Identity requirements.*

I declare that the statements made in this application are true and correct. I understand that this application will remain the property of the State of Victoria and that some or all of the information provided on this form, and some or all of the documents submitted as Proof of Identity, may be disclosed to and/or verified with Commonwealth agencies responsible for immigration, passports and citizenship, with State Registrars responsible for births and electoral registration, with driver licensing authorities, credit authorities and law enforcement agencies.

Applicant's name		Signature of applicant	
Applicant's address		Postcode	Daytime telephone No
Postal address if different to above		Postcode	Fax No.
Reason certificate is required		Relationship of Applicant	

**PAYMENT DETAILS**

Enclosed is a Cheque/Money Order for \$ .....														
or debit my <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners <input type="checkbox"/> Amex    for: \$ .....														
Card Number												Expiry Date	/	
Name of Cardholder								Signature of Cardholder						

## IDENTIFICATION REQUIREMENTS

**You MUST provide proof of your identity when you apply for a marriage certificate if:**

- **the marriage occurred within the last 60 years, or**
- **the marriage occurred more than 60 years ago and either the bride or groom is still living.**

The following provisions apply:

- You must provide three (3) forms of identification for yourself (as applicant) from the lists below.
  - You should provide one (1) form of identification from **each** list.
  - If you are unable to provide identification from **List 1** you must provide two (2) forms of identification from **List 2** and one (1) form of identification from **List 3**.
- If you are not the bride or groom of this marriage, you must also provide:
  - Written consent or authority from either person or from a person authorised under the Access Policy.
  - Three (3) forms of identification from that person from the lists below.

All proof of identity documents, except foreign passports, must be current.

All utility accounts, bank statements and rates notices must show current residential address and should be issued within the last six months from date of application.

All photocopied documents (from List 1, 2 and 3) **MUST** be authenticated by a member of Police. **Do not** send in original documentation via mail.

If applying in person at the Registry, bring original documents.

Proof of identity documents sent by fax will **not** be accepted by the Registry.

<b>LIST 1</b> Photo & Signature	<b>LIST 2</b> Operating in the Community	<b>LIST 3</b> Residential Address
<ul style="list-style-type: none"> <li>• Australian Driver Licence</li> <li>• Australian Passport</li> <li>• Firearms Licence</li> <li>• Foreign Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Citizenship certificate</li> <li>• Full Birth Certificate</li> <li>• Credit or Account Card (ATM)</li> <li>• Department of Veterans Affairs Cards</li> <li>• Security Guard / Crowd Control Licence</li> <li>• Tertiary Education Institution ID Card</li> <li>• Tax File Statement</li> <li>• Student Card</li> <li>• Medicare Card</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Account (gas, electricity, home phone)</li> <li>• Bank Statements</li> <li>• Rent/Lease Agreement</li> <li>• Rates Notice</li> </ul>

**PLEASE NOTE:**

Children under the age of 18 years who do not have any identification from the above lists should present:

- Student ID card (or current report card)
- Medicare card showing child's name
- Current bill (mobile phone)

### PRIVACY STATEMENT

In line with the *Information Privacy Act 2000*, the Registry is collecting this information so that it can determine your eligibility to obtain the requested certificate and to prevent fraud.

A copy of the Registry's Privacy Policy is available online at [www.bdm.vic.gov.au](http://www.bdm.vic.gov.au)

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with the certificate.

Further, if you knowingly make a false or misleading representation on the application form, you may be guilty of an offence under section 53 of the *Births, Deaths and Marriages Registration Act 1996*. Penalties apply.

Access to a copy of this application form may be obtained from the Registry, or under the provisions of the *Freedom of Information Act 1983*.