



**(Western Australia ONLY)**

# MARRIAGE CERTIFICATE APPLICATION FORM

**Payment details over the page - you MUST return pages 1 and 2 if applying via mail**

Fees including standard postal delivery effective 1 July 2009 – Subject to change without further notice		No GST is payable on these certificates
<input type="checkbox"/> MARRIAGE CERTIFICATE	<b>\$44.00</b>	
<input type="checkbox"/> MARRIAGE CERTIFICATE (Reduced Fee)	<b>\$31.00</b>	Only applies where the <b>full registration number</b> is supplied by you and the marriage is more than 75 years old. Otherwise full fee applies.
<input type="checkbox"/> URGENT FEE	<b>\$34.00</b>	In addition to any other fee. <b>Does not</b> include Express Post.
<b>Urgent fee</b> not payable for computerised certificates if applied in person at the Perth Registry Office or certain Regional Courthouses. See <b>Locations &amp; Links</b> webpage. For eligibility see the <b>Marriage certificate access policy</b> on the <b>Marriages</b> webpage.		

## Identification and Certificate Access Requirements

See page 2 or visit [www.bdm.dotag.wa.gov.au](http://www.bdm.dotag.wa.gov.au)

## Processing Times for Mailed Certificate Applications

**Standard** - Please allow up to 2 working days plus postal delivery time

**Urgent** - Processed within 24 hours of receipt plus postal delivery time

## MARRIAGE DETAILS REQUIRED

Please PRINT clearly

ABN: 70 598 519 443

<b>Date of marriage</b>	Day / Month / Year		
<b>Place of marriage in Western Australia</b>	Suburb / Town		
<b>Groom's surname</b>			
<b>Groom's given name(s)</b>			
<b>Bride's surname</b> (at time of marriage)		Maiden surname if different	
<b>Bride's given name(s)</b>			

## APPLICANT'S DETAILS (please see next page for access conditions and identification requirements)

<b>Full name</b>			
<b>Postal address</b>	Suburb	State	Postcode
Your Relationship to the person whose certificate you are requesting	e.g. self, spouse	<b>Daytime phone number</b>	
<b>Reason required</b>	Passport <input type="checkbox"/> Family history <input type="checkbox"/> Divorce <input type="checkbox"/> Bank requirements <input type="checkbox"/> Legal <input type="checkbox"/> Lost <input type="checkbox"/> Estate <input type="checkbox"/> Property settlement <input type="checkbox"/> Other .....		

**Declaration:** I declare that the information I have provided is true and correct. I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the information provided with this application.

## SIGNATURE OF APPLICANT

Signature must be completed

## OFFICE USE ONLY

<b>LIST 1 (with photo):</b> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Proof of Age <input type="checkbox"/> Firearm's Licence <input type="checkbox"/> Defence/police <input type="checkbox"/> DIAC Certificate <input type="checkbox"/> Learner's permit card <input type="checkbox"/>
ID Ref: .....
<b>LIST 2:</b> Birth Cert(Aust) <input type="checkbox"/> Citizenship <input type="checkbox"/> Cr/Debit Card <input type="checkbox"/> Health <input type="checkbox"/> Medicare <input type="checkbox"/> Centrelink <input type="checkbox"/> Student card <input type="checkbox"/> Travel Doc <input type="checkbox"/>
ID Ref: .....
<b>LIST 3 (current address):</b> Bank Statement <input type="checkbox"/> Rates notice <input type="checkbox"/> Educational report <input type="checkbox"/> Motor Vehicle Rego <input type="checkbox"/> Utility account <input type="checkbox"/> Rental agreement <input type="checkbox"/>
ID Ref: ..... <i>If ID provided from Lists 2 and 3, one ID must contain a signature</i>
Other <input type="checkbox"/> ..... Initial ID sighted.....

## MARRIAGE CERTIFICATE APPLICATION INSTRUCTIONS

<p><b>HOW TO APPLY</b></p> <p><b>POST</b> the completed form (pages 1 &amp; 2) to:                  Registry of Births, Deaths &amp; Marriages                  PO Box 7720 Cloisters Square                  PERTH WA 6850 <span style="float:right"><b>OR</b></span></p> <p><b>BRING</b> the completed form (pages 1 &amp; 2) to:                  Registry of Births, Deaths &amp; Marriages                  Level 10, 141 St Georges Terrace Perth                  between 8.30 am - 4.30 pm, Monday to Friday</p> <p><b>Note:</b> <b>Faxed applications will not be accepted</b></p> <p><b>WHO CAN APPLY FOR A CERTIFICATE</b></p> <p><b>Marriage</b> certificates are available to the bride and groom. If the certificate relates to a person other than yourself and you do not qualify under the Registry's Certificate Access Policy, you must provide the written consent or authority from a person entitled to the certificate and you must also provide identification for yourself <b>and</b> the person for whom you are acting.</p> <p>Information regarding the Registry's Certificate Access policy is located on our website at <a href="http://www.bdm.dotag.wa.gov.au">www.bdm.dotag.wa.gov.au</a>, or telephone the Registry on <b>1300 305 021</b>.</p> <p><b>Privacy Considerations and Personal Records</b></p> <p>Certificates held by the Registry contain sensitive and personal information. However the Registry allows unrestricted access for marriage certificates which occurred more than 75 years ago.</p> <p><b>IDENTIFICATION REQUIREMENTS</b></p> <p>When applying for a Western Australian certificate, evidence of your identity must be provided.</p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> provide at least <b>three</b> forms of identification:                     <ul style="list-style-type: none"> <li>• One document from each List (1, 2 <b>and</b> 3). At least one containing a photograph; <b>or</b></li> <li>• One from List 1 and two from List 2. At least one containing a photograph, <b>or</b></li> <li>• Two from List 2 and one from List 3. At least one containing a signature.</li> </ul> </li> <li>• All forms of identification <b>MUST</b> be <b>current</b>.</li> <li>• Documents from List 3 <b>MUST</b> show your <b>current residential address</b>.</li> <li>• Bank statements, utility accounts or rates notices <b>MUST</b> have been <b>issued within the last six months</b>.</li> </ul> <p><b>CERTIFICATION REQUIREMENTS</b></p> <p><b>Applying in person</b> - original documents must be provided.</p> <p><b>Applying by post</b> - please send clear <b>certified</b> photocopies of your identification documents with your application.</p> <p>Photocopies of identification will only be accepted if they are <b>certified by a qualified witness</b> as being "true copies" of the original documents. See page 3 for <i>Certifying documents</i>.</p>	<p><input checked="" type="checkbox"/> Tick the forms of identification that are supporting your application</p> <p><b>LIST 1 - Evidence of link between photo &amp; signature</b></p> <p><input type="checkbox"/> <b>Australian driver's licence</b> (with photo)</p> <p><input type="checkbox"/> <b>Australian passport</b> (with photo)</p> <p><input type="checkbox"/> <b>Australian firearm's licence</b> (with photo)</p> <p><input type="checkbox"/> <b>Defence Force/Police ID card</b> (with photo)</p> <p><input type="checkbox"/> <b>Department of Immigration and Citizenship (DIAC) certificate</b> with evidence of residence status (with photo)</p> <p><input type="checkbox"/> <b>Over 18 or Proof of Age Identity card</b> (with photo)</p> <p><input type="checkbox"/> <b>Australian learner driver's permit card</b> (with photo)</p> <p><b>LIST 2 - Evidence of operating in the community</b></p> <p><input type="checkbox"/> <b>Debit or Credit card</b> (one or the other, not both) issued by a financial institution</p> <p><input type="checkbox"/> <b>Document of identity</b> issued by the Passport Office</p> <p><input type="checkbox"/> <b>Entitlement card</b> issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)</p> <p><input type="checkbox"/> <b>Full Birth certificate</b> issued in Australia (birth extracts not accepted)</p> <p><input type="checkbox"/> <b>Medicare card</b></p> <p><input type="checkbox"/> <b>Naturalisation, citizenship or immigration papers</b> issued by DIAC</p> <p><input type="checkbox"/> <b>Overseas passport</b> with current Australian Entry Permit</p> <p><input type="checkbox"/> <b>Security guard or crowd control licence</b> (Australian)</p> <p><input type="checkbox"/> <b>Student identity document or statement of enrolment</b> issued by an educational institution, including Tertiary (should include photo and/or signature)</p> <p><input type="checkbox"/> <b>Working with children card</b></p> <p><b>LIST 3 – Evidence of current residential address</b></p> <p><input type="checkbox"/> <b>Driver's licence renewal notice</b></p> <p><input type="checkbox"/> <b>Financial institution statement</b> less than six months old</p> <p><input type="checkbox"/> <b>Motor vehicle registration</b></p> <p><input type="checkbox"/> <b>Property lease or tenancy agreement</b></p> <p><input type="checkbox"/> <b>Shire/water rates notice</b></p> <p><input type="checkbox"/> <b>School or other educational report or certificate</b> less than twelve months old</p> <p><input type="checkbox"/> <b>Utility account</b> less than six months old (gas, electricity, home phone, etc)</p> <p><b>FURTHER INFORMATION</b></p> <p>For further information, please visit our website at <a href="http://www.bdm.dotag.wa.gov.au">www.bdm.dotag.wa.gov.au</a> or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.</p>
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**PAYMENT DETAILS** *If applying for more than one certificate only complete payment details on one form*

**Applicant's Full Name**

Enclosed is a cheque/money order* for \$		<b>OR</b>	Debit my		MasterCard <input type="checkbox"/>	or	Visa <input type="checkbox"/>	for \$
* Your cheque or money order should be made payable to the "Registry of Births, Deaths and Marriages"								
Card No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date	<input type="text"/>
Name of Cardholder					Signature of cardholder			

**WHO CAN CERTIFY DOCUMENTS?**

This page is NOT to be forwarded to the Registry of Births, Deaths and Marriages

**Certifying documents (photocopies of identification)**

Before certifying a document, ensure that the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

***I certify that this appears to be a true copy of the document produced to me on < date >***  
***Signature***  
***Name***  
***Qualification (eg JP, Pharmacist)***

List of persons who can Certify Documents:

Academic (post-secondary institution)	Loss adjuster
Accountant	Marriage Celebrant
Architect	Member of Parliament (State or Commonwealth)
Australian Consular Officer	Minister of religion
Australian Diplomatic Officer	Nurse
Bailiff	Optometrist
Bank Manager	Patent Attorney
Chartered secretary	Physiotherapist
Chemist	Podiatrist
Chiropractor	Police officer
Company auditor or liquidator	Post Office manager
Court officer (Judge, master, magistrate, registrar or clerk)	Psychologist
Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service)	Public Servant (State or Commonwealth)
Dentist	Public Notary
Doctor	Real Estate agent
Engineer	Settlement agent
Industrial organisation secretary	Sheriff or deputy Sheriff
Insurance broker	Surveyor
Justice of the Peace	Teacher
Lawyer	Tribunal Officer
Local government CEO or deputy CEO	Veterinary surgeon
Local government councillor	