

## Applying for certificates

Use this form to apply for:

- a standard relationship certificate, or
- a standard with commemorative relationship certificate/s, or
- a commemorative relationship certificate on its own

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

## 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
- Credit or debit 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 the last three months)

## Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided, to those agencies who may be able to validate the information in support of your application. More information: [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

Form 16 Relationship Certificate Application. Effective: 1 July 2019

## Your right to privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

## Commemorative certificates

Celebrate the registration of your relationship with a special commemorative relationship certificate.

When you complete this form, choose a standard relationship certificate only, a commemorative only, or both together. Commemorative relationship certificates do not contain security features and organisations may not accept them as a proof of identity document. See separate Fees for Products and Services flyer.



Opera House

Standard relationship certificate is A4 size (210mm x 297mm) and can be used for legal purposes.

Standard Relationship Certificate

Commemorative certificates come in a popular framing size of 279mm x 355mm. They are beautifully presented, wrapped in tissue paper and packed in a protective cylinder.

## Lodging by post

GPO Box 30  
SYDNEY  
NSW 2001

## Lodging in person

Registry office locations  
Monday to Friday 8am–4.30pm  
■ 35 Regent St, Chippendale  
■ 160 Marsden St, Parramatta  
or at Service NSW service centres  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au)

## Phone: 13 77 88

Service NSW  
Monday to Friday (7am–7pm)  
Hearing/Speech impaired  
■ TTY/Voice Call 133 677  
■ NRS 1300 555 727  
Translating and Interpreting  
■ TIS National 131 450

# Relationship Certificate Application

Commemorative relationship certificates are now available



Registry of Births  
Deaths & Marriages

# Payment Details

## Application for a relationship certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

**Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee.**

The Registry can issue a standard relationship certificate once a relationship has been registered or revoked.

**PRINT clearly in BLACK pen and complete all details.**

**Do you require Priority processing of your application?** Yes ☐ Fee applies, see separate 'Fees for Products and Services' flyer.

**Please select the quantity and type of certificate/s you wish to receive e.g. 1.**

International Registered Post ☐

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 at least three (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)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery address  
(If different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Signature  
of applicant

☐ I certify that I understand the provisions overpage on  
**Identification, Privacy & Disclosure** and that  
the information I have provided is true and correct.

### DETAILS OF RELATIONSHIP

Date of relationship registration

dd / mm / yyyy

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

dd / mm / yyyy

To

dd / mm / yyyy

#### Partner One details

Family name

Family name at birth

First given name

Other given name(s)

Date of birth

dd / mm / yyyy

#### Partner Two details

Family name

Family name at birth

First given name

Other given name(s)

Date of birth

dd / mm / yyyy

**PAYMENT DETAILS** (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Total Amount \$

Please debit my:

AMEX ☐

Mastercard ☐

Visa ☐

OR Enclosed is a cheque\*/money order ☐

Card number

\*Cheques payable to NSW Registry of  
Births Deaths & Marriages (non Priority only)

Name  
of cardholder

Expiry date

mm / yyyy

Signature

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