

Application to register a domestic relationship

Eligibility

To apply to register a domestic relationship:

- both parties must be 18 years of age or older and be in a registrable domestic relationship
- at least one party must prove that they live in Victoria
- neither party can be:
 - married
 - in another registered relationship
 - in another relationship that could be registered.

Registration of a relationship

Registration

Domestic relationships cannot be registered earlier than 28 days after the date you lodge a complete application. Incomplete or incorrect applications may take longer or be refused.

Withdrawal

You and/or your partner may apply to withdraw your application to register a relationship within 28 days of the lodgement date.

You can obtain the withdrawal form and further information at bdm.vic.gov.au

Why should I register my domestic relationship?

Registering your relationship entitles you to purchase a standard relationship certificate. This in turn provides immediate recognition of you and your partner's relationship, which may make it easier for you to access your legal rights without having to repeatedly prove your relationship in court or to different agencies.

Can I celebrate the registration of the relationship with a ceremony?

A Registered relationship ceremony is available at the Victorian Marriage Registry. Details of the ceremony including booking and fees are available in Part SIX of the form. Further information regarding the ceremony is available at bdm.vic.gov.au

Fees and certificates

Application fee

A fee of \$219.00 must be paid when submitting this form. This fee is non-refundable.

Standard certificate fee

A fee of \$32.40 is payable if you wish to buy a standard relationship certificate. This may be used as proof of the relationship for legal and other official purposes.

Commemorative certificate fee

A fee of \$60.00 is payable if you wish to buy a commemorative relationship certificate. This certificate is not a recognised proof of relationship document and is for decorative purposes only.

Note: Fees listed on this form are subject to change. Current fees may be confirmed at bdm.vic.gov.au/fees

Privacy and disclosure of information

The information requested on this form is collected under the provisions of the *Births, Deaths and Marriages Registration Act 1996* and forms the basis of your registered relationship.

The Registrar may only release information about a person for legal and law enforcement purposes, in accordance with the provisions of the Act. Further information about privacy, disclosure of data, the Registry's Access Policy and how to correct a record is available at bdm.vic.gov.au

Instructions for completing this form

- Write clearly using blue or black ink and BLOCK letters.
- To make a change on this form cross out the mistake and initial the change.
- Do not use correction fluid or tape.

Applicant one (living in Victoria)

1. Title Mr Ms Miss Mrs - Other

2. Family name (surname)

3. Given names

4. Date of birth

5. Sex Female Male Self Describe Please specify

6. Place of birth

a) Suburb/Town (City if overseas)

b) State (or Province - if any)

c) Country (if not Australia)

7. Residential address

a) Street no. and name

b) Suburb/Town

c) State d) Postcode

8. Daytime phone number

9. Email address

10. Occupation

- Note**
- Current occupation or last occupation held before submitting application (e.g. accountant, mechanic, doctor, home duties, teacher or unemployed).
 - This information appears on a relationship certificate.

11. Parents' details

a) Mother's family name (surname)

b) Mother's family name at birth (maiden name)

c) Mother's given names

d) Father or parent's family name (surname)

e) Father or parent's given names

12. Have you been:

- **married**
- **in a Victorian registered domestic relationship**
- **in another relationship that could have been registered in Victoria?**

Yes - You must attach evidence that you are no longer in any of these relationships (e.g. divorce certificate, decree absolute, nullity order, relationship revocation certificate, the death certificate of your partner).

No

Applicant two

13. Title Mr Ms Miss Mrs - Other

14. Family name (surname)

15. Given names

16. Date of birth

17. Sex Female Male Self Describe Please specify

18. Place of birth

a) Suburb/Town (City if overseas)

b) State (or Province - if any)

c) Country (if not Australia)

19. Residential address

a) Street no. and name

b) Suburb/Town

c) State d) Postcode

20. Daytime phone number

21. Email address

22. Occupation

Note

- Current occupation or last occupation held before submitting application (e.g. accountant, mechanic, doctor, home duties, teacher or unemployed).
- This information appears on a relationship certificate.

23. Parents' details

a) Mother's family name (surname)

b) Mother's family name at birth (maiden name)

c) Mother's given names

d) Father or parent's family name (surname)

e) Father or parent's given names

24. Have you been:

- **married**
- **in a Victorian registered domestic relationship**
- **in another relationship that could have been registered in Victoria?**

Yes - You must attach evidence that you are no longer in any of these relationships (e.g. divorce certificate, decree absolute, nullity order, relationship revocation certificate, the death certificate of your partner).

No

Note

- The dates below will only appear on a commemorative relationship certificate.
- Supplying these dates is optional.
- You must supply both dates if they are to appear on the commemorative relationship certificate.

25. Nominate the date you agree your relationship began

Note. This date appears on a commemorative relationship certificate as 'Date of commitment'.

26. Nominate the date you will celebrate (or have celebrated) your relationship

Note. This date appears on a commemorative relationship certificate as 'Date of celebration'.

OR

Use the date the relationship will be registered.

PART THREE - Declaration

Note

Both applicants must sign the declaration in the presence of a qualified witness.

For example:

- a Registry or Justice Service Centre staff member

- a sworn member of the police

- a Justice of the Peace located in a police station

One person may be the witness for both applicants.

Applicant one (Vic)

27. Declaration

I declare that all statements made in this application are true and correct; I consent to this relationship being registered; I live in Victoria; I am not married, in a Victorian registered relationship or in a relationship that could have been registered in Victoria; I am not in another relationship that can be registered under part 2.2 of the *Relationship Act 2008*;

I understand that this form remains the property of the State of Victoria and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the *Relationship Act 2008* or the Registry's Access Policy; and

I understand that it is an offence under section 29 of the *Relationship Act 2008* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

I certify that I have read and understood the declaration above:

a) Applicant one signature

b) Witness signature

c) Date

Witness details

28. Family name (surname)

29. Given names

30. Address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

31. Daytime phone number

32. Qualification of witness (must be a person qualified under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958*)

Applicant two

33. Declaration

I declare that all statements made in this application are true and correct; I consent to this relationship being registered; I am not married, in a Victorian registered relationship or in a relationship that could have been registered in Victoria; I am not in another relationship that can be registered under part 2.2 of the *Relationship Act 2008*;

I understand that this form remains the property of the State of Victoria and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the *Relationship Act 2008* or the Registry's Access Policy; and

I understand that it is an offence under section 29 of the *Relationship Act 2008* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

I certify that I have read and understood the declaration above:

d) Applicant two signature

e) Witness signature

f) Date

Witness details (if different)

34. Family name (surname)

35. Given names

36. Address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

37. Daytime phone number

38. Qualification of witness (must be a person qualified under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958*)

39. Both parties must provide one identity document from each list.**You need to provide one document from each list****LIST 1 Evidence of link between photo and signature**

- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

LIST 2 Evidence of operating in the community

- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans' Affairs card
- Working with Children Check card

LIST 3 Evidence of current residential address

- Australian driver licence (or learner permit)
- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Current lease or tenancy agreement
- Superannuation fund statement

All applicants please note:

- All documents must be current
- If you cannot provide an identity document from List 1 you must provide two from List 2 and one from List 3
- Your List 3 document must show your current residential address
- A List 1 document can also be used as a List 3 document if it shows your current residential address
- Bank statement, utility account, rates notice or superannuation fund statement must have been issued within the last 12 months
- If you submit printed online bank, superannuation or utility statements they must contain an official company letterhead or be stamped and approved by the bank, superannuation fund or utility company.

Certifying and submitting your documents**How to certify your identity documents**

1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your original documents and the photocopies to a police station and ask either a sworn member of police or a Justice of the Peace located in the station to certify them.

Submitting in person?

If you are attending the Registry's Customer Service Centre, bring the original **AND photocopies** of the identity documents with you. If you are submitting your application at selected Justice Service Centres (JSC), bring both the original documents and photocopies of the original documents so that they can be certified. To find your nearest JSC, visit bdm.vic.gov.au/jsc

Submitting by mail?

You must mail certified photocopies of each identity document.

Note

- Do not send original identity documents by mail. These can only be used if you submit your identity documents in person.
- The Registry does not accept identity documents sent via fax or email.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

Applying from outside Victoria?

If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

Applying from outside Australia?

If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

If you are unable to meet these requirements please contact the Registry via bdm.vic.gov.au

Application fee

An application fee of \$219.00 must be paid when you submit this form. This fee is non-refundable and does not include a certificate.

Standard relationship certificate

The fee for a standard relationship certificate is \$32.40. A standard relationship certificate can be issued by the Victorian Registry of Births, Deaths and Marriages once a relationship has been registered.

Note. A standard certificate may be used as proof of the relationship for legal and other official purposes.

Commemorative relationship certificates

The fee for a commemorative relationship certificate is \$60.00. These certificates help preserve your special event in style. They are printed on archival quality paper and fit a standard frame size of 280mm x 355mm (11" x 14").

Note. A commemorative relationship certificate is not a recognised proof of relationship document.

Special offer

Order one or more commemorative relationship certificates when registering your relationship and receive one standard relationship certificate at no extra cost.



Calligraphy



Eternity

40. I/we wish to submit the following payment:

	Price*	Quantity	Subtotal
Application fee (excludes a certificate)	\$219.00		\$219.00
Certificates			
Commemorative relationship certificate – Calligraphy#	\$60.00#		\$.
Commemorative relationship certificate – Eternity#	\$60.00#		\$.
Standard relationship certificate	\$32.40		\$.
Select ONE delivery method for the standard certificate – go to auspost.com.au for details			
Australia			
Standard Post / Handling – generally 6 business days to your delivery address.	\$1.00		\$.
Registered Mail (Standard) – generally 6 business days to your delivery address, signature required.	\$7.30		\$.
Express Post – best option for urgent delivery.	\$7.70		\$.
Outside Australia			
Airmail	\$3.60		\$.
Express International	\$52.00		\$.
		Total	\$.

- * All prices listed on this form are subject to change. Current fees can be confirmed at bdm.vic.gov.au/fees
 # Price includes one standard relationship certificate. Commemorative certificates are packaged and distributed separately to standard certificates.
 • Standard Post is the only method of delivery for commemorative certificates as commemorative certificates are packaged and distributed separately to standard certificates. The cost of this is included in the package price.
 • However, for standard relationship certificates registered post or standard post can be chosen as method of delivery.

41. How do you wish to pay?

Note. Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.

Bank cheque
 Money order
 Visa
 MasterCard
 Total \$.

Card Number
 Expiry Date /
 Signature of cardholder

Name on card

42. Please mail my relationship certificate to:

Applicant one (as per Question 7)
 Applicant two (as per Question 19)
 Other - Provide details below

a) Name

b) Street number and name

c) Suburb/Town d) State e) Postcode

43. Do you wish to book a ceremony to celebrate the registration of your relationship? Yes - Go to Part SIX No - Go to Part SEVEN

PART SEVEN - Lodgement

Office Use Only

Reg No. _____

Submit your completed form, application fee and certificate payment (if applicable):

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 4332
Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins St, Melbourne
or select Justice Service Centres (JSC). To find your nearest JSC go to bdm.vic.gov.au/jsc
For Registry opening hours go to bdm.vic.gov.au

Checklist

Both applicants have:

- provided proof that one party lives in Victoria
- provided the required documents if either or both have been married, in a registered domestic relationship, or in a domestic relationship that could have been registered
- supplied the required proof of identity documents
- signed the declaration in the presence of a qualified witness
- included the required application payment
- included payment for any certificates ordered
- initialled any changes made on the form

FAQs

Can the registration process be fast-tracked?

No. By law the earliest your relationship can be registered is 28 days after the date of application.

Can one person register a relationship?

No. To register a relationship, both parties in the relationship must complete the domestic relationship registration form and provide the required proof of identity documents.

Is relationship registration open to same sex couples?

Yes. All couples can register their relationship irrespective of sex, as long as they meet eligibility requirements.

Will this relationship be recognised outside Victoria?

The registration of a relationship is provided by the *Relationships Act 2008* of Victoria and provides formal recognition of your relationship and the security of knowing that your commitment to each other is recognised and respected in Victoria. Outside the state of Victoria, how a registration is interpreted is at the discretion of the organisation you present the certificate to.

Can I register my current relationship if I have been divorced or widowed?

Yes. You will need to provide evidence that you are no longer married, such as a divorce certificate, decree of nullity, or your partner's death certificate.

Will registering our relationship support my visa application?

It is best to check with the Department of Immigration and Border Protection (DIBP) about their requirements. Contact DIBP on 131 881.



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.

Victorian Registry of Births, Deaths and Marriages

bdm.vic.gov.au

Application enquiries vicbdm@justice.vic.gov.au

General enquiries 1300 369 367