PART ONE – Couple’s Details

<table>
<thead>
<tr>
<th>Party One</th>
<th>Party Two</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of Party:</strong></td>
<td><strong>Description of Party:</strong></td>
</tr>
<tr>
<td>Groom</td>
<td>Groom</td>
</tr>
<tr>
<td>Bride</td>
<td>Bride</td>
</tr>
<tr>
<td>Partner</td>
<td>Partner</td>
</tr>
</tbody>
</table>

1. **Family name (surname)**

2. **Given names**

3. **Daytime phone number**

4. **Email address**

PART TWO – Supporting Documents

This form must be accompanied by the following supporting documents:

9. **Have you completed a Notice of Intended Marriage (NOIM) form, including signing the form in the presence of an authorised witness?**

   - **Yes** – Provide a completed NOIM form.
   - **No** – NOIM form must be completed before proceeding. The NOIM is available at bdm.vic.gov.au.

10. **Have you provided evidence of place and date of birth, and photo identification?**

    - **Yes** – Provide a valid passport OR your standard birth certificate and photo identification.
    - **No** – Your booking will not be finalised until documents have been provided.

11. **Are you 18 years of age or over?**

    - **Yes**
    - **No** – You must provide:
      - a) a court order from a judge or magistrate which gives you authority to marry, and
      - b) both parents’ written consent to the marriage.

12. **If previously married, how did your marriage end?**

    - **Divorce/Nullity** – Provide your divorce certificate, decree absolute or nullity order.
    - **Death** – Provide the standard death certificate.
    - **Divorce/Nullity** – Provide your divorce certificate, decree absolute or nullity order.
    - **Death** – Provide the standard death certificate.

13. **Will you be using an interpreter?**

    - **Yes**
    - **No**
PART TWO – Supporting Documents (continued)

Note
- Identity documents must show the place and date of birth, as well as current photo identification (e.g. passport, or birth certificate and drivers licence).
- If you are attending the Registry's Customer Service Centre, bring the original AND photocopies of the proof of identity documents with you. If you are submitting your application at a Justice Service Centre (JSC), bring both the original documents and photocopies of the original documents so that they can be certified.
- If applying by mail, you must submit a completed Notice of Intended Marriage (NOIM) form and certified photocopies of both parties identity documents.
- To certify your photocopies, take them with your original documents to a police station and ask either a sworn member of police or a Justice of the Peace located in the police station to certify them.
- If you are applying from other Australian states or territories 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 approved translator.
An approved translator is a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

PART THREE – Booking and Payment Details

14. Nominate up to three dates and/or different times for your wedding ceremony, in order of preference.

Example:
Preference 1: Wednesday 12/10/2016 10.00am Preference 2: Saturday 15/10/2016 4.00pm Preference 3: Monday 17/10/2016 10.00am
Victorian Marriage Registry will attempt to book your ceremony in preference order based on availability. You will be contacted if your nominated preferences are not available.

15. Select the fee for your booking:
Note
• Ceremony fees vary based on the day of the week and room chosen in your nominated preferences.
• Ceremony bookings include a non-refundable booking fee.
• Fees apply if you wish to reschedule your ceremony once booking is finalised.
• Fees may not be refunded if ceremony is cancelled.
• Payment in full is required at the time of booking the ceremony
• For more information go to bdm.vic.gov.au/fees

* All prices listed on this form are subject to change. Current fees can be confirmed at bdm.vic.gov.au/fees

16. How do you wish to pay?

- Credit card please complete details below
- Bank cheque
- Money order
- By mail or at a Justice Service Centre
- In person at the Registry's Customer Service Centre (you can pay by EFTPOS, Visa, MasterCard, bank cheque or money order).

Note
• If you are lodging your NOIM and Victorian Marriage Registry Booking Form via mail or at select Justice Service Centres, you are not able to pay in person.
Please ensure payment details are included on your Victorian Marriage Registry Booking Form.
• Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.
• An international bank draft in Australian dollars will also be accepted if you are paying from outside Australia.
How do I submit this form?

When submitting this form you must provide certified photocopies of both parties identity documents. Identity documents must show the place and date of birth, as well as current photo identification (e.g. passport, or birth certificate and drivers licence). Information on who can certify these documents is on the first page of this form.

You must also provide your completed Notice of Intended Marriage form (NOIM), signed and witnessed by a qualified authority, as set out on page 4 of the NOIM.

Please note, pharmacists and dentists are not qualified authorities.

Please note, couples must provide at least 1 month notice before their desired date of marriage.

By mail
Post this form with your completed NOIM, certified identity documents and full payment to:

Victorian Marriage Registry
GPO Box 4332, Melbourne VIC 3001

OR

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins Street Melbourne
For opening hours go to bdm.vic.gov.au/marriages

What happens next?
The Registry will send an email within five business days of receiving a complete application confirming your ceremony date, time and other booking details.

For further information go to bdm.vic.gov.au/marriages