



If you require access to a translation or interpreter service to complete this form, 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.

Application for a Victorian Marriage Certificate

PART ONE – Your details

1. Which certificate do you require?

- Standard Marriage Certificate
 Historical Certificate
 Uncertified (historical) image

2. Family name (surname)

3. Given names

4. Residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

5. Postal address (if different to above)

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

6. Daytime telephone number

7. Email address

8. Whose certificate are you applying for?

- My own Someone else's – please specify

(e.g. mother, father, daughter, son)

9. Reason certificate is required

(e.g. passport, driver licence)

PART TWO – Marriage details

10. Party One: Bride Groom Partner Family name (surname) (before marriage)

11. Given names

12. Party Two: Bride Groom Partner Family name (surname) (before marriage)

13. Given names

14. Place of marriage

a) Suburb/Town

b) State

c) Postcode

15. Date of marriage

Or if unsure, please estimate date of marriage

From

To

16. Registration number (if known)

Celebrant's details (if known)

17. Celebrant's family name (surname)

18. Celebrant's given name

Note

- You must provide proof of your identity if the marriage occurred within the last 60 years or either person is still living.
- For further information about access to records refer to the Registry's Access Policy at bdm.vic.gov.au

19. Whose certificate are you applying for?**19.1 My own marriage certificate**

- You must submit your own identity documents, one from each list on page 3.

19.2 Someone else's marriage certificate **You must submit:**

- identity documents of your own, one from each list on page 3; and
- a letter from one of the parties to the marriage which authorises you to access the marriage record.
The letter must include the authorising person's address, daytime telephone number and signature; and
- identity documents of the person giving you authority to access the marriage record, one from each list on page 3.

19.3 If applying for a historical certificate or uncertified image, you do not have to provide proof of identity.**PART FOUR – Certificate payment****20. I wish to order the following:**

Proof of identity required	Price*	Subtotal
Standard Marriage Certificate	\$32.40	\$.
Proof of identity NOT required		
Historical Certificate – <i>for Historical purposes</i>	\$32.40	\$.
Uncertified (historical) image – <i>You must provide a registration number at Q.16 or the fee for a standard marriage certificate applies.#</i>	\$25.10	\$.
Select ONE delivery method – 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	\$.
* All prices on this form are subject to change. Current fees may be confirmed at bdm.vic.gov.au/fees # You can search the historical indexes for a registration number at bdm.vic.gov.au		
Total		\$.

21. How do you wish to pay?

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- If paying by credit card, please complete the Credit Card Payment Slip on page 3.

Credit card EFTPOS card Bank cheque Money order

PART FIVE – Declaration**22. I certify that I have read and understood the declaration below:**

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

Go to Page 4 for lodgement instructions.

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 issued by the Victorian Registry
- 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 statements, utility accounts, rates notices or superannuation fund statements 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.

Under 18 years?

If you are unable to submit all three identity documents, a List 2 document can be a:

- Medicare card showing your name
- Current school report card or exam certificate.

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 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

Credit Card Payment Slip**Card type**

Visa

MasterCard

Total \$**Card number****Expiry date**

MM /

YY

Name on card**Signature of cardholder**

Submit your form, payment, proof of identity (if required) and any supporting documents:

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
For opening hours go to bdm.vic.gov.au

or Select Justice Service Centres (JSC).
To find your nearest JSC go to bdm.vic.gov.au/jsc

Checklist

- I have stated the reason I require the certificate at Q.9.
- I have supplied identity documents from all three lists at Part 3 (unless applying for a historical certificate or uncertified image).
- I have signed the declaration at Part 5.
- I have had photocopies of my proof of identity documents certified at a selected Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

If applying for a certificate of someone else other than my own:

- I have supplied the required proof of identity documents both for myself and the person whose certificate I am applying for as specified in Q.19.2.
- I have supplied the required authority and documents as specified in Q.19.2.

FAQs

I was married in Victoria. Can I use the certificate we received on our wedding day as proof of my new family name (surname) to update my passport or driver licence?

No. You will usually need a standard marriage certificate issued by the Registry as proof of marriage and your new family name.

I was married overseas. Can I use my marriage certificate as proof of my new family name (surname)?

To prove you have a new family name you may need to apply to register a name change with the Victorian Registry of Births, Deaths and Marriages.

I was married outside of Victoria. Which certificate do I need as proof of my new family name (surname) to update my passport or driver licence?

You will usually need a standard marriage certificate issued by the registry of the state or territory you were married in.

Note. It is best to check the requirements of the authority requesting your identification documents before you order a certificate.

Privacy

In line with the *Privacy and Data Protection Act 2014*, the Registry is collecting information in this form to determine your eligibility to obtain therequested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at 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 a certified copy of the certificate.

Victorian Registry of Births, Deaths and Marriages

bdm.vic.gov.au

Application enquiries vicbdm@justice.vic.gov.au

General enquiries 1300 369 367