



(Western Australia ONLY)

MARRIAGE CERTIFICATE APPLICATION FORM

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

Fees subject to change without notice		
<input type="checkbox"/> MARRIAGE CERTIFICATE	\$47.00	(Fees include standard postal delivery. If you want your mail to be returned by Registered Post, please enclose a self-addressed Registered Post envelope).
<input type="checkbox"/> PRIORITY FEE *	\$34.00	(Payable in addition to the Marriage Certificate fee. Does not include Express Post)
<input type="checkbox"/> MARRIAGE CERTIFICATE (Reduced fee)	\$34.00	(Only applies where the full registration number is supplied by you and the marriage is more than 75 years old. Otherwise the full fee applies)
* Priority fee not payable for computerised certificates if applied in person at the Perth Registry Office or certain Regional Courthouses. See Locations & Links webpage. For eligibility see the Marriage certificate access policy on the Marriages webpage.		

Identification and Certificate Access Requirements

See page 2 or visit www.bdm.dotag.wa.gov.au

Processing Times for Mailed Certificate Applications

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

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

MARRIAGE DETAILS REQUIRED

Please PRINT clearly

ABN: 70 598 519 443

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

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

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

LIST 1 (photo): Driver's Licence <input type="checkbox"/>	Passport <input type="checkbox"/>	Photo/Age Card <input type="checkbox"/>	Firearm's Licence <input type="checkbox"/>	Defence/police <input type="checkbox"/>	Citizenship Cert <input type="checkbox"/>	Learner's permit card <input type="checkbox"/>
ID Ref:						
LIST 2: Birth Cert(Aust) <input type="checkbox"/>	Citizen papers <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"/>
ID Ref:						
LIST 3 (current address): 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:	If ID provided from Lists 2 and 3, one ID must contain a signature					
Letter of Authority <input type="checkbox"/>	Other <input type="checkbox"/>				Initial ID sighted.....

MARRIAGE CERTIFICATE APPLICATION INSTRUCTIONS

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

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 \$		OR	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"/> / <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	