MARRIAGE CERTIFICATE APPLICATION FORM (Western Australia ONLY)

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

Identification and Certificate Access Requirements
See page 2 or visit www.bdm.justice.wa.gov.au

Processing Times for Mailed Certificate Applications
Standard - Please allow up to 2 working days plus regular postal delivery time
* Priority - Processed within 24 hours of receipt plus priority postal delivery time

MARRIAGE DETAILS REQUIRED
Please PRINT clearly

Date of marriage

Place of marriage
in Western Australia

Party 1’s surname
(at time of marriage)
Maiden surname if different

Party 1’s given name(s)

Party 2’s surname
(at time of marriage)
Maiden surname if different

Party 2’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
Family history
Divorce
Bank requirements
Legal
Lost
Estate
Property settlement

Other

Declaration: I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

SIGNATURE OF APPLICANT

OFFICE USE ONLY

LIST 1 (photo):

Driver’s licence  Passport  Photo/age card  Firearm’s licence  Defence/police  Citizenship cert  Learner’s permit card

ID Ref: 

LIST 2:

Birth cert (Aust)  Citizen papers  Credit card  Health  Medicare  Centrelink  Student card  Travel doc

ID Ref: 

LIST 3 (current address):

Bank statement  Rates notice  Educational report  Motor vehicle rego  Utility account  Rental agreement

ID Ref: 

If ID provided from Lists 2 and 3, one ID must contain a signature

Letter of Authority  Other

Initial ID sighted

Fees subject to change without notice

☐ MARRIAGE CERTIFICATE $50.00  (Fees include regular postal delivery. If Registered Post or Express Post is required, please encase a self-addressed Registered or Express Post envelope)

☐ PRIORITY FEE * $35.00  (Payable in addition to Marriage Certificate fee & includes priority postal delivery. Does not include Registered Post or Express Post – see exception above).

☐ MARRIAGE CERTIFICATE (Reduced fee) $35.00  (Only applies for marriages more than 75 years old. Otherwise full fee applies)

* Priority fee is payable for 24 hour processing if applying via mail or certain Regional Courthouses. Does not include postage delivery time.

See Locations & Links webpage. For eligibility see the Marriage certificate access policy on the Marriages webpage.

Tax Receipt required

MARRIAGE CERTIFICATE

$50.00

PRIORIT

Y FEE *

$35.00

MARRIAGE CERTIFICATE

(Reduced fee) $35.00

As at 01/07/2019  Page 1 of 3
MARRIAGE CERTIFICATE APPLICATION INSTRUCTIONS

HOW TO APPLY

POST the completed form (pages 1 & 2) to:
Registry of Births, Deaths & Marriages
PO Box 7720 Cloisters Square
PERTH WA 6850

OR

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

Note: Faxed or emailed applications will not be accepted

WHO CAN APPLY FOR A CERTIFICATE

Marriage certificates are available to the married couple.

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.

Information regarding the Registry’s Certificate Access policy is located on our website at www.bdm.justice.wa.gov.au, or telephone the Registry on 1300 305 021.

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.

IDENTIFICATION REQUIREMENTS

When applying for a Western Australian certiﬁcate, evidence of your identity must be provided.

• You MUST provide at least three forms of identiﬁcation:
  • 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.

CERTIFICATION REQUIREMENTS

Applying in person - original documents must be provided.
Applying by post - please send clear certiﬁed photocopies of your identiﬁcation documents with your application.

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 Certifying documents.

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 or Visa for $

* Your cheque or money order should be made payable to the “Registry of Births, Deaths and Marriages”

Name of Cardholder

Signature of cardholder
WHO CAN CERTIFY DOCUMENTS?

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 Justice of the Peace)

List of persons who can Certify Documents:

<table>
<thead>
<tr>
<th>Academic (post-secondary institution)</th>
<th>Loss adjuster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Marriage Celebrant</td>
</tr>
<tr>
<td>Architect</td>
<td>Member of Parliament (State or Commonwealth)</td>
</tr>
<tr>
<td>Australian Consular Officer</td>
<td>Minister of religion</td>
</tr>
<tr>
<td>Australian Diplomatic Officer</td>
<td>Nurse</td>
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<tr>
<td>Bailiff</td>
<td>Optometrist</td>
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<tr>
<td>Bank Manager</td>
<td>Patent Attorney</td>
</tr>
<tr>
<td>Chartered secretary</td>
<td>Physiotherapist</td>
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<tr>
<td>Chemist</td>
<td>Podiatrist</td>
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<tr>
<td>Chiropractor</td>
<td>Police officer</td>
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<tr>
<td>Company auditor or liquidator</td>
<td>Post Office manager</td>
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<tr>
<td>Court officer (Judge, master, magistrate, registrar or clerk)</td>
<td>Psychologist</td>
</tr>
<tr>
<td>Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service)</td>
<td>Public Servant (State or Commonwealth)</td>
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<tr>
<td>Dentist</td>
<td>Public Notary</td>
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<tr>
<td>Doctor</td>
<td>Real Estate agent</td>
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<tr>
<td>Engineer</td>
<td>Settlement agent</td>
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<tr>
<td>Industrial organisation secretary</td>
<td>Sheriff or deputy Sheriff</td>
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<tr>
<td>Insurance broker</td>
<td>Surveyor</td>
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<tr>
<td>Justice of the Peace</td>
<td>Teacher</td>
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<tr>
<td>Lawyer</td>
<td>Tribunal Officer</td>
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<tr>
<td>Local government CEO or deputy CEO</td>
<td>Veterinary surgeon</td>
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<td>Local government councillor</td>
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