



# 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](http://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*.

Tick the forms of identification that are supporting your application

### LIST 1 - Evidence of link between photo & signature

- Australian driver's licence
- Australian passport
- Australian firearm's licence
- Defence Force/Police ID card
- Australian Citizenship Certificate with evidence of residence status
- WA Photo Card, Over 18 or Proof of Age Card
- Australian learner driver's permit card

### LIST 2 - Evidence of operating in the community

- Debit or Credit card (one or the other, not both) issued by a financial institution
- Document of identity issued by the Passport Office
- Entitlement card issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- Full Birth certificate issued in Australia (birth extracts not accepted)
- Medicare card
- Naturalisation, citizenship or immigration papers issued by the Department of Home Affairs (DHA)
- Overseas passport with current Australian Entry Permit
- Security guard or crowd control licence (Australian)
- Student identity document or statement of enrolment issued by an educational institution, including Tertiary (should include photo and/or signature)
- Working with children card

### LIST 3 - Evidence of current residential address

- Driver's licence renewal notice
- Financial institution statement less than six months old
- Motor vehicle registration
- Property lease or tenancy agreement
- Shire/water rates notice
- School or other educational report or certificate less than twelve months old
- Utility account less than six months old (gas, electricity, home phone, etc)

## FURTHER INFORMATION

For further information, please visit our website at [www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au) or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.

**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"

Card No	<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 Justice of the Peace)***

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	