

# Marriage certificate/extract application

Births, Deaths and Marriages Registration Act 2003

Proof of identity is required with submission of this form. Please print clearly using **BLOCK LETTERS**.

## Office use only

Date:	Court:
Receipt number:	
BDM receipt number:	
Amount:	

### 1. Priority (Only available if marriage is already registered)

Priority service	<input type="checkbox"/> (attracts additional fee—visit <a href="http://www.justice.qld.gov.au/bdm">www.justice.qld.gov.au/bdm</a> to view fees)
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### 2. Type of record (\*To view fees and commemorative designs visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm))

Certified copy or	<input type="checkbox"/> (indicate quantity) _____
Short extract and/or	<input type="checkbox"/>
*Commemorative package (additional fee) includes certified copy	<input type="checkbox"/> (indicate quantity) _____
	Specify design _____

### 3. Applicant's details (\*To determine applicant eligibility visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for certificate access policy)

Your relationship to the person named on the certificate (tick option)	<input type="checkbox"/> Husband/Wife	<input type="checkbox"/> *Other (please specify) _____
Reason certificate is required		
First names		Signature of applicant
Surname		
Current residential address (street, suburb, state and country)		
		Postcode
Telephone number	Mobile number	
Date of application	DD / MM / YYYY	Email

The personal information on this form is collected by the Registry of Births, Deaths and Marriages for the purpose of providing services and undertaking related activities. Only authorised persons will have access to this information. Your details will not be disclosed to a third party without your consent unless the disclosure is authorised by law.

### 4. Postal details (Attracts additional fee—visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) to view fees)

First names Mr/Mrs/Dr/Ms/Miss		Surname	
Postal address (include country only if not Australia)			Postcode

### 5. Marriage details

Grooms first names		Grooms surname	
Bride's first names		Bride's maiden name	
Date of marriage	DD / MM / YYYY		
If date unknown, period to be searched (search fees may apply)	from	DD / MM / YYYY	to DD / MM / YYYY
Place of marriage (must be registered in Queensland)			

### 6. Payment details (\*Your credit card will be charged according to current fees and your selections above)

a) I have enclosed a <b>cheque</b> or <b>money order</b> payable to the Registry of Births, Deaths and Marriages for	\$
b) Debit my <b>credit card*</b>	\$ _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Expiry date MM / YY
Card number	_____ / _____ / _____ / _____
Name on card	Signature of cardholder

### 7. Submission options

Post to	Registry of Births, Deaths and Marriages, PO Box 15188, City East Queensland 4002
Lodge at	110 George Street, Brisbane or your local Queensland Magistrates Court or Queensland Government Agent Program (QGAP).

## Proof of identity requirements

Before a certificate, information or source document is released, an applicant's entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Part 4 Proof of Identity Principles.

Applicants are required to provide:

- One form of identification from each list (at least one containing a signature); or
- If unable to provide identification from List 1, two forms of identification from List 2 and one form of identification from List 3 must be provided (at least one containing a signature).

**Table 1: Proof of identity document**

List 1	List 2	List 3
<input type="checkbox"/> Current Australian photo driver's licence <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Current overseas passport <input type="checkbox"/> Current Australian Firearms licence <input type="checkbox"/> Current Defence Force or Police Service photo ID card <input type="checkbox"/> Over 18's ID card	<input type="checkbox"/> Current Medicare card <input type="checkbox"/> Current financial institution debit or credit card with your signature and full name or passbook <input type="checkbox"/> Current entitlement card issued by the Commonwealth or State Government <input type="checkbox"/> Educational institution student identity document (must include photo and/or signature) or statement of enrolment <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Current document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Australian Taxation Office assessment (last or current years)	<input type="checkbox"/> Utility account less than six months old (gas, electricity, home phone, etc) with current residential address <input type="checkbox"/> Financial Institution statement less than six months old with current residential address <input type="checkbox"/> Rent/lease agreement with current residential address <input type="checkbox"/> Rates notice with current residential address <input type="checkbox"/> Australian Taxation Office tax file number confirmation (valid for two years from date of issue) <input type="checkbox"/> Driver licence or vehicle registration renewal notice for coming period <input type="checkbox"/> Official correspondence from Government Service Providers

Proof of Identity documents are to be in the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the original documents.

The Registrar-General's discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar-General on any unusual case that may fall outside the requirements of the above table.

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness.

The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being "a correct copy of the document":

- Justice of the Peace
- Commissioner for Declarations
- Barrister/Solicitor
- Notary Public

Where applications are received at the Brisbane Registry, Magistrates Courts or Queensland Government Agent Program (QGAP) Offices, client service officers are able to sight original proof of identity documents submitted in support of an application.