



## Marriage Celebrants' Bulletin



Welcome to our newsletter designed to keep you informed about marriages in Queensland.

As you all know the *Marriage Act 1961* has been amended to redefine marriage as 'the union of 2 people to the exclusion of all others, voluntarily entered into for life.' Marriage equality commenced Saturday 9 December 2017, all Australians regardless of sex or gender now have the right to be married in Australia.

In our update, we will:

- provide information on getting a marriage registered
- showcase the commemorative marriage certificate designs on offer
- explain how we are developing an online marriage registration system to create the official documents and submit marriage records
- provide a list of useful contacts to help make your job easier.

We hope you find this update useful. Looking for past issues? See [our website](#).

If you have any suggestions for topics that would help you please [email us](#).

We are not scheduling updates so don't worry your mailbox will not be spammed. We will only release an update when we have something important to share with you. If you ever find that what we offer is not for you, you can unsubscribe.

Regards,

David John  
Registrar-General

# New marriage forms— Commonwealth Attorney- General's Department

The Australian Government Attorney-General's Department has requested that we remind you of the following information.

From 9 December 2017, the definition of marriage under Australian law changed to: 'the union of 2 people to the exclusion of all others, voluntarily entered into for life'. The right to marry under Australian law will no longer be determined by sex or gender. It became legal for same-sex couples to marry in Australia.

The normal requirements for giving a Notice of Intended Marriage form (NOIM) continue to apply; the NOIM must be given at least one month prior to the wedding ceremony, unless a shortening of time has been obtained from a prescribed authority.

## New marriage forms must be used from 9 December 2017

The marriage forms have been updated so that they can be used by all eligible marrying couples. From 9 December 2017, the new forms must be used; you must cease to use the previous versions of marriage forms. The new marriage forms are available at [www.ag.gov.au/marriageforms](http://www.ag.gov.au/marriageforms), and from [CanPrint Communications](#).

If you have received a Notice of Intended Marriage from a couple who are a man and a woman before 9 December 2017, the NOIM remains valid (for 18 months from the date you received that NOIM).

From 9 December 2017, same-sex couples can give a NOIM to an authorised celebrant. Any NOIMs received from same-sex couples before 9 December 2017 are not valid.

Further information about the changes to the marriage forms, and how to complete the new forms, can be found in the [Changes to marriage forms and certificates](#) fact sheet.

## You can continue to use Form 15 marriage certificates, and purchase new ones

You can continue to use your existing stock of Form 15 Certificates of marriage, provided the couple you are marrying are a man and a woman.

<p><b>FOR CELEBRANT'S USE</b> Marriage arranged: for _____ (time) on _____ (day of week) _____ (date) at _____</p>	<p>Commonwealth of Australia <i>Marriage Act 1961</i> <b>NOTICE OF INTENDED MARRIAGE</b> To _____  [insert name and address of proposed celebrant]</p>	<p><b>FOR OFFICIAL USE ONLY</b> Registered No. _____</p>
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The following parties give notice of their intended marriage:

	PARTY 1			PARTY 2		
	Given <input type="checkbox"/>	Bride <input type="checkbox"/>	Groom <input type="checkbox"/>	Given <input type="checkbox"/>	Bride <input type="checkbox"/>	Groom <input type="checkbox"/>
1. Description of party						
2. Sex						
3. Given name						
4. Sex <input type="checkbox"/> (X) refers to intersexual/transsexual	Male <input type="checkbox"/>	Female <input type="checkbox"/>	X <input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	X <input type="checkbox"/>
5. Usual place of residence (full address)						
6. Usual place of residence (full address)						
7. Usual place of residence (for example, never validly married, widowed, divorced)						
8. Birthplace—(if born in Australia—insert city or town, and State or Territory; if born outside Australia—insert city or town and country)						
9. Date of birth	Day	Month	Year	Day	Month	Year
10. If party born outside Australia, total period of residence in Australia	Year	Months	Year	Months	Year	Months
11. Father's name in full (if not known, write "unknown". If deceased, add "deceased")						
12. Mother's maiden name in full (if not known, write "unknown". If deceased, add "deceased")						
13. Father's country of birth (if not known, write "unknown")						
14. Mother's country of birth (if not known, write "unknown")						
15. If a party has been previously married, that party must give the following particulars:						
16. Number of previous marriages						
17. Year of each previous marriage ceremony (if known, give date)						
18. Number of children of the previous marriage or marriages born alive (whether now living or deceased)						
19. Year of birth of each of these children						
20. How LAST marriage terminated (check "death", "divorce" or "nullity")						
21. Date on which last spouse died, or date on which dissolution of last marriage became final, or nullity order made	Day	Month	Year	Day	Month	Year

NOTICE OF INTENDED MARRIAGE 3 OF 6

New versions of the certificates, without the descriptions 'bride' and 'bridegroom', are available from [CanPrint Communications](#).

### **You have access to protections for your religious beliefs about marriage**

The Marriage Act provides protections for ministers of religion to act in accordance with their religious beliefs.

The amendments to the Marriage Act make clear that ministers of religion may refuse to solemnise a marriage in line with their religious beliefs. Further information can be found in the [Protections for ministers of religion and marriage celebrants with religious beliefs about marriage](#) fact sheet.

Further information about the amended Marriage Act is available at [www.ag.gov.au/marriageequality](http://www.ag.gov.au/marriageequality).

### **Commemorative marriage certificate package**

There are 3 types of marriage certificates—standard, commemorative and ceremonial.

Only the standard marriage certificate can be used for official purposes. Changes to the *Marriage Act 1961* have resulted in a change to the standard marriage certificate to include the description of party (bride, groom, partner):

## Queensland MARRIAGE CERTIFICATE

REGISTRATION NUMBER  
2018/ 5

When and where married . . . . .	7 January 2018 The General Registry Office, Brisbane	
Name and surname . . . . .	Bride Graham Gallagher	Partner James Jamieson
Marital status . . . . .	Never Validly Married	Never Validly Married
Birthplace . . . . .	Brisbane, Queensland	Perth, Western Australia
Occupation . . . . .	Theatre Operator	Office Manager
Age . . . . .	27 Years	26 Years
Usual residential address . . . . .	32/180 Ann Street, Brisbane	70/1 Ann Street, Brisbane
Parents	Father's name and surname . . . . . Garry Gallagher	John Jamieson
Mother's name and maiden surname . . . . .	Felina Pink	Kerrie Kyle
Wise used . . . . .	No Marriage in 1961	
Names of witnesses to marriage	George Edward Pink John Concedia Jamieson	
Name of celebrant and officiant number (if applicable)	Patricia Ann Weeks A 1863	
Registrar	Name . . . . . Date of registration . . . . . Place for district of registration	
Notes (if any)	2 January 2018	

CAUTION: Whosoever shall unlawfully alter any Certified Copy of an entry in any Register of Births, Marriages, or Deaths, whether by erasure, obliteration, removal, addition or otherwise in violation of the provisions of the said Act, shall be liable to the punishment therein provided in that behalf, (See Sections 465 and 465 of the "Criminal Code".)

Sample Only

I, David John, Registrar-General, certify that the above is a true copy of particulars recorded in a Register kept in the General Registry at Brisbane



Dated: 2 January 2018

*(Signature)*  
Registrar-General

N.B. Not Valid Unless Bearing the Authorized Seal and Signature of the Registrar-General

2210189169

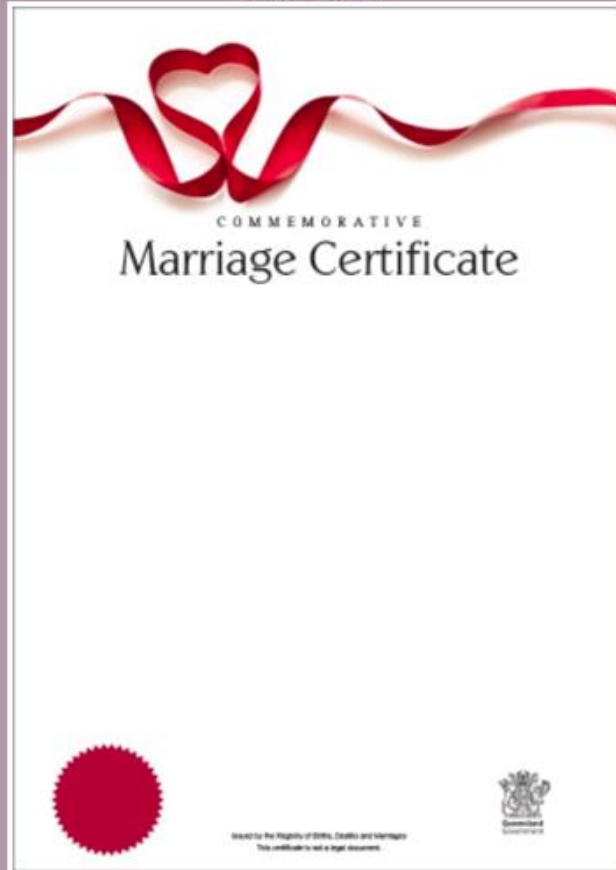
### View commemorative designs

The ceremonial marriage certificate that you give to couples on the day of their wedding is not an official identity document. It cannot be used to prove their relationship.

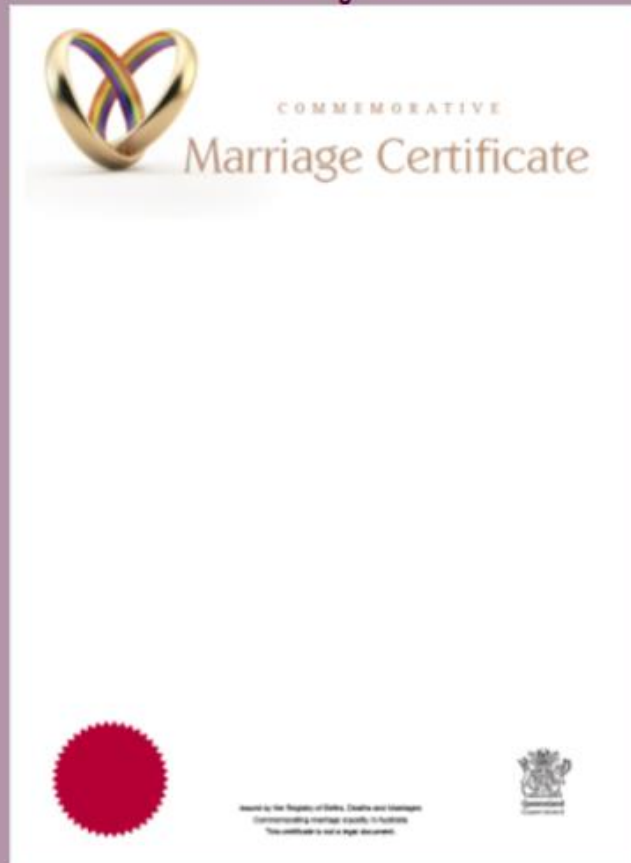
Our commemorative marriage certificate packages include a standard marriage certificate and we have just expanded our range. Couples [can order these now](#).

We recently commissioned two new special commemorative marriage certificates, 'Heart' and 'Everlasting', which were designed to acknowledge marriage equality in Australia. The new designs are gender neutral and complement the previous designs which are also still available.

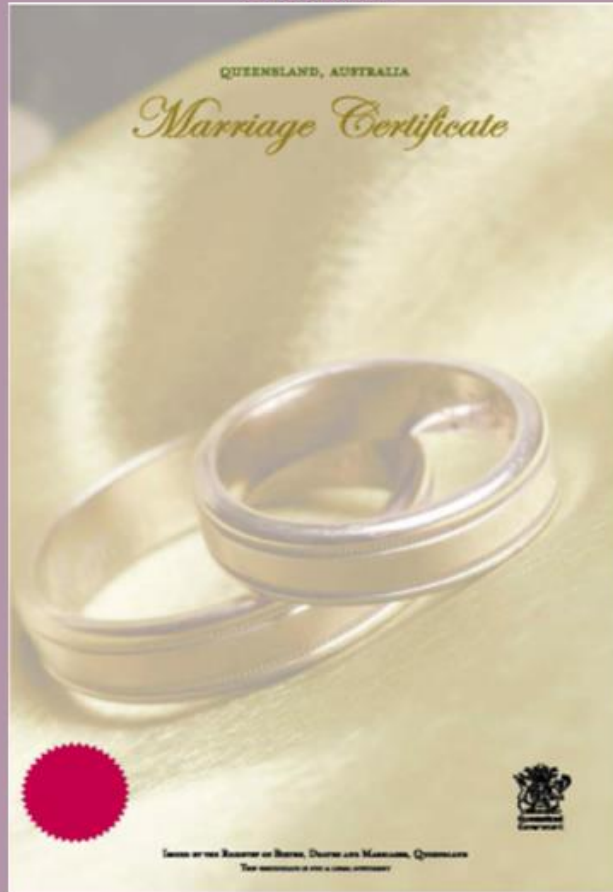
Heart - NEW



Everlasting - NEW



Commitment



Devotion



## Eternity



### Application fees

Item	Cost
Commemorative marriage certificate package (1 standard marriage certificate and standard postage included)	\$61.00
Standard marriage certificate (standard postage included)	\$46.60

### Postage fees

Standard postage is included in the price when you order a certificate to be sent to a couple by mail.

The couple can request to have their certificate posted by express or registered post for a fee.

Item	Cost
Express post	\$6.10
Registered mail	\$4.90
International registered post	\$15.90



## Helpful tips for registering a marriage

It is your role as a marriage celebrant to ensure all registration documentation is completed and submitted to us within 14 days of the wedding.

In 2017 we registered 22,347 marriages with the average turnaround time being 3.3 days. We continue to register within this timeframe, however if we receive incomplete or incorrect documentation this timeframe is affected.

Remember to keep an eye out for these common errors when you complete the forms with your couples.



For information on how marriage equality affects civil marriages refer to the [Commonwealth Attorney-General's Department](#).

## Official certificate of marriage

- provide the full address of the location of marriage, such as
  - Cathedral of St Stephen, 249 Elizabeth Street, Brisbane
  - City Botanic Gardens, Alice Street, Brisbane
  - On the Beach, Opposite 140 Kennedy Esplanade, South Mission Beach
  - If at a home address enter street address.
- occupation
  - of a retired party, include their last occupation i.e. Retired Public Servant
  - of a party that looks after the home must read Home Duties.

## Declarations of no legal impediment to marriage

- make sure you, the bride and the groom complete and sign this document.

## Notice of intended marriage

- form must be lodged with a celebrant, at least 1 month before the couple gets married.

## Shortening of time

As the prescribed authority we are reviewing this process internally.

Please continue to follow the process you are currently using. If you need help about a shortening of time contact us:

**Email** [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au), we reply to online enquiries within 2 business days.

**Local call\*** 13 QGOV (13 74 68)

(Phone lines open Monday–Friday, 8.30am–4.30pm)

\*Costs may be higher from mobile phones and interstate.



## RBDM Queensland online marriage registration system

The RBDM is committed to working in partnership with associations and their members to provide the best possible service to couples who choose to be married by marriage celebrants in Queensland.



In late November 2016, we started the online marriage registration project to deliver business improvements in registering a marriage especially with the focus in Government for the digital transformation of services.

Currently in the testing phase of the project, volunteer marriage celebrants were signed up as service providers and used the online marriage registration system to test its end-to-end function.

### When celebrants were asked to sum up the system during testing:

"Awesome!", "Brilliant", "Easy to use", "Efficient", "Good improvement on present process", "Improvement in process", "Innovative", "Simple", "Very convenient", "Will be a great asset for Queensland celebrants", "Will be straightforward after a little familiarisation", "Will make life easier for churches that have a lot of weddings to keep track of paperwork", "Easy to use".

[Read more >>](#)



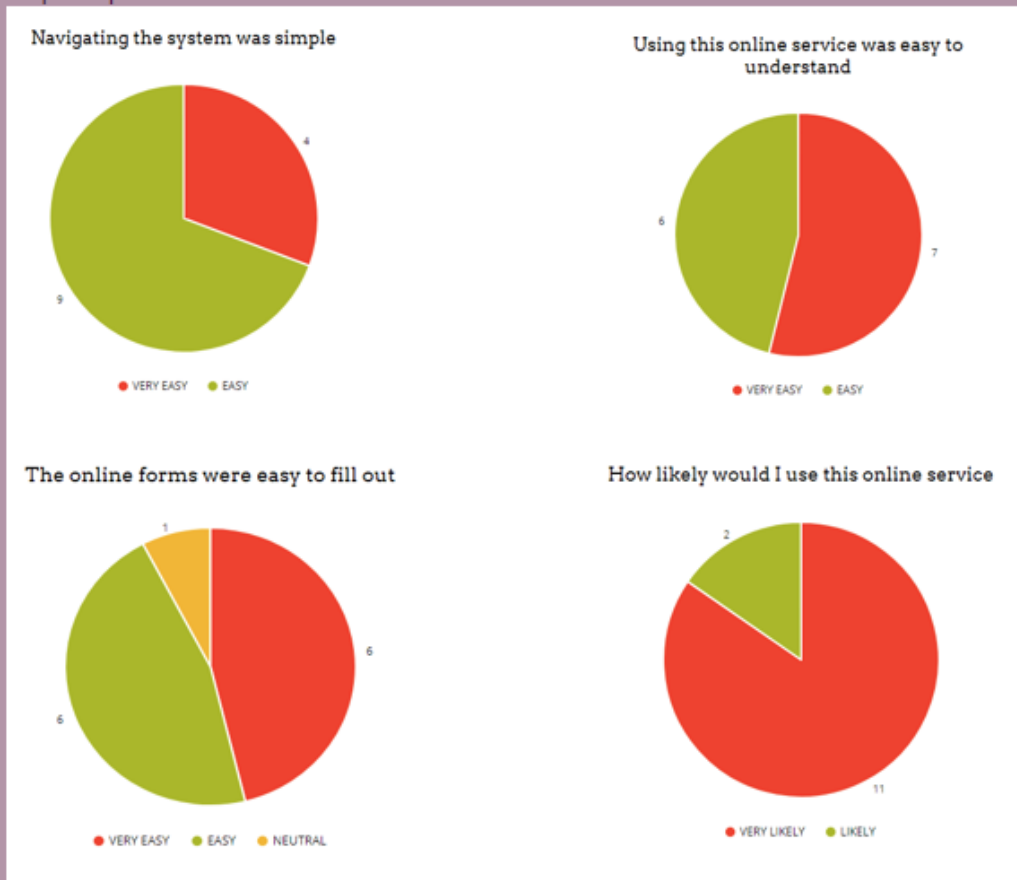
In June 2017 we invited the Australian Federation of Civil Celebrants, Australian Marriage Celebrants Inc and Professional Celebrants Association to encourage Queensland civil celebrants to come along to a presentation of the online marriage registration system.

Then in August 2017, 10 civil and religious celebrants and their organisation staff volunteered their time to test the proposed system, offering valuable end-user feedback.



Stacey Maguire Secretary, Australian Federation of Civil Celebrants Inc.

Each participant was asked to complete an online questionnaire. The response rate was 13 out of 15 participants.



**In response to being asked “is there anything you particularly liked or disliked”, the users responded:**

*“Loved how you can enter the information save it and then come back to it later to complete, love how because its internet-based I can access it anywhere anytime”*

*“Liked the ease and flow of information”*

*“Like the address recognition”*

*“I really like the form and apart from a couple of changes it will be fantastic.”*

**When asked for suggestions on how this online service could be improved:**

*“I think it could be beneficial to break the form down into sections further to make it more user friendly.”*

*“The ongoing requirement to forward signed documentation is a drawback”*

*“Just more prompts or clarifications as mentioned above”*

*“A couple of hints along the way – e.g. date needs to be DD/MM/YYYY”*

**When asked if there was anything else to share:**

*“I commend BDM for their ongoing commitment to improving the efficiency of marriage registration”*

*“Thanks for today! A great step on the way to improvement! Love that you want to work with us.”*

*“Thank you for involving us in this process.”*

The trial stage kicked off on 23 October 2017 with the final number of volunteers being 28 celebrants from civil and religious backgrounds. Each of these celebrants signed up as service providers to submit their marriage records electronically to us.

## **What’s happening next**

During the trial, celebrants continued to provide feedback on the system, with continual quality improvements made to the system from this feedback.

With the positive results which RBDM Queensland and celebrants have seen during the trial, recommendations have been made for a broader release to all interested authorised celebrants who perform weddings in Queensland.

It is likely that a staged deployment will commence in late February 2018 due to the amount of celebrants who will want to sign-up.

Let us know that you are interested to sign up for access to start using the online system by email [bdmserviceprovider@justice.qld.gov.au](mailto:bdmserviceprovider@justice.qld.gov.au) with your enquiry. Please provide these details in your email:

- full name
- registration number
- street address
- contact number (mobile preferred)
- type of celebrant (civil or religious)

## Condolences

It is with great sadness that we report a true gentleman, experienced celebrant and trusted contributor to our Online Marriage Registration Project passed away in December. On behalf of RBDM Queensland I would like to pass on our collective heartfelt condolences to Keith's family, friends and the broader celebrant community he had such a passion for.

Vale Keith Lamond—goodbye friend, rest in peace

Images taken at the RBDM, Level 32, 180 Ann Street, Brisbane:  
Top - Celebrants that attended presentation early 2017

## Ordering a certificate through the service provider portal

During the trial the online service provider (the celebrant) is able to submit a request for **1 standard marriage certificate** that is posted regular post (or air mail) without taking payment or storing credit card details on a hard copy certificate application form.



In future, additional products will be available:

- **more than one** standard marriage certificate
- a commemorative marriage certificate package (1 standard marriage certificate and standard postage included)
- different postal delivery of registered post, express post or international express post.

## Order a marriage certificate

\* Does the couple wish to order a certificate?

Yes  No



By using this online service and providing an email address and mobile number, the couple consent to the use of that email address and mobile number for RBDM for contact via SMS and email that relates to this application. The couple understand that it is their responsibility to ensure that they have nominated a secure email address for RBDM to send the payment notification and any related correspondence to. The couple acknowledge that it is their responsibility to ensure the security of that information upon receipt of it.

### Certificate applicant

The applicant will receive their bought certificate when the marriage is registered

### Payment notification email

Payment instructions will be sent to this address when the marriage is registered

### Applicant's contact number

We will contact this phone number if there is an issue with the certificate

### Delivery address

#### Address line 1

City, town or suburb

State or territory

Postcode

Country



You must sight original identification documents in accordance with the requirements of the Act and proof of identity requirements set by the Queensland Registry of Births, Deaths and Marriages.

[RBDM proof of identity requirements](#)

## Useful contacts

### ***Australian marriage stationery***

**CanPrint Communications** is the Commonwealth of Australia's contracted supplier for marriage stationery.

Please note that marriage stationery can only be purchased by registered marriage celebrants. Your marriage celebrant registration number must be given when purchasing marriage stationery.

### ***Pre-ceremony legislation requirements***

Contact the marriage celebrants section of the Commonwealth Attorney-General's Department.

The guideline on the *Marriage Act 1961* for marriage celebrants contains essential information on solemnising marriages. This is available on the Commonwealth Attorney-General's website.

**Email:** [marriagecelebrantssectin@ag.gov.au](mailto:marriagecelebrantssectin@ag.gov.au)

**Phone:** 1800 550 343

Monday–Friday, 10.00am–1.00pm and 2.00pm–5.00pm AEST

**Website:** [www.ag.gov.au](http://www.ag.gov.au)

### ***Post-ceremony legislation requirements***

Contact the Registry of Births, Deaths and Marriages:

**Email:** [bdm.marriage@justice.qld.gov.au](mailto:bdm.marriage@justice.qld.gov.au)

**Phone:** 13 QGOV (13 74 68)

Monday–Friday, 8.30am–4.30pm

\*Costs may be higher for mobile phones and interstate

**Website:** [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)

### ***Update your address, phone or email details***

Q celebrants

**Email:** [bdm.marriage@justice.qld.gov.au](mailto:bdm.marriage@justice.qld.gov.au)

A celebrants

**Email:** [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au)

### ***Corrections to certificates***

Please direct your couples to our [www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/correct-a-certificate](http://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/correct-a-certificate).

**Website:** [www.qld.gov.au/law/births-deaths-marriages-and-divorce/birth-death-and-marriage-certificates/correct-a-certificate/](http://www.qld.gov.au/law/births-deaths-marriages-and-divorce/birth-death-and-marriage-certificates/correct-a-certificate/)

**Phone:** 13 QGOV (13 74 68)

Monday–Friday, 8.30am–4.30pm



\*Costs may be higher for mobile phones and interstate

***Apostille information***

Please direct your couples to the Department of Foreign Affairs and Trade (DAFT) [website](#).

**Website:** [www.dfat.gov.au/ABOUT-US/OUR-SERVICES/APOSTILLES-AUTHENTICATIONS-CERTIFICATES-OF-NO-IMPEDIMENT-TO-MARRIAGE/Pages/apostilles-authentications-and-certificates-of-no-impediment-to-marriage.aspx](http://www.dfat.gov.au/ABOUT-US/OUR-SERVICES/APOSTILLES-AUTHENTICATIONS-CERTIFICATES-OF-NO-IMPEDIMENT-TO-MARRIAGE/Pages/apostilles-authentications-and-certificates-of-no-impediment-to-marriage.aspx)

**Email:** [authentications@dfat.gov.au](mailto:authentications@dfat.gov.au)

Registry of Births, Deaths and Marriages Queensland (RBDM) | [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)



**Queensland  
Government**