

# Declaration of civil partnership

## For the civil partnership notary

### Before submitting the couple's registration

- ☐ I have been unable to complete this form online at [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).
- ☐ I understand that I am giving notice of a civil partnership declaration ceremony that I conducted which must be submitted to RBDM with 14 days after the declaration ceremony.
- ☐ I have attached the notice of intention to enter into a civil partnership to be submitted to RBDM.
- ☐ I have included sighted proof of ID, evidence that one of the partners lives in Queensland and other supporting documents with the notice of intention to enter into a civil partnership.
- ☐ The certificate of a civil partnership declaration ceremony has been completed.
- ☐ Both partners have signed the application form during the declaration ceremony.
- ☐ At least 1 witness (over 18 years) was present and signed the application form during the declaration ceremony.
- ☐ As the civil partnership notary conducting the declaration ceremony I have signed the application form.
- ☐ I have totalled all fees in 1 payment—for a current list of fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).

### Submitting the couple's registration

Registration will take longer if your documents are not correct. Submit the documents to register the civil partnership either:

- by post to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take the documents to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

#### Payment options *Your credit card will be charged according to current fees*

a) Who applied <i>your name or organisation</i>			
b) Partner 2's name on certificate <i>in full</i>			
c) I have enclosed a bank cheque or money order payable to the Registry of Births, Deaths and Marriages for <i>we do not accept personal cheques</i>			
or debit my credit card		<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number			
Expiry date			
Name on card		Signature of cardholder	

# Declaration of civil partnership

Effective as of 01/09/2023  
Births, Deaths and Marriages Registration Act 2003  
Births, Deaths and Marriages Registration Regulations 2015  
Civil Partnerships Act 2011

## Office use only

Date and registration no.:

Please complete in full and **do not** use correction fluid/tape.

## 1. Details of declaration ceremony

Date of declaration ceremony	
Place of declaration ceremony	

## 2. Details of partners *One partner must live in Queensland*

	Partner 1	Partner 2
First name		
Middle name(s) <i>if any</i>		
Family name		
Confirm that you are	<input type="checkbox"/> Not married <input type="checkbox"/> Not in a civil partnership	<input type="checkbox"/> Not married <input type="checkbox"/> Not in a civil partnership
Relationship status <i>other than relationship with proposed civil partner (tick one option)</i>	<input type="checkbox"/> Single <input type="checkbox"/> De facto <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil partnership (terminated)	<input type="checkbox"/> Single <input type="checkbox"/> De facto <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil partnership (terminated)
Home address <i>one partner must live in Queensland</i>		
Place of birth <i>Town/city, state and country</i>		
Date of birth		
Sex		

## 3. Declarations by civil partners *To be signed by Partner 1 and Partner 2 during the declaration ceremony*

	Partner 1	Partner 2
I partner's name in full		
of home address		
	Hereby solemnly declare that I have made a declaration on the abovementioned date that I am entering a civil partnership and I acknowledge that I am freely entering into a civil partnership with  ..... <i>(full name of partner 2)</i>	Hereby solemnly declare that I have made a declaration on the abovementioned date that I am entering a civil partnership and I acknowledge that I am freely entering into a civil partnership with  ..... <i>(full name of partner 1)</i>
Signatures of partners		

#### 4. Witness to the declaration ceremony *One witness may sign during the declaration ceremony*

Declared at <i>place</i>		on	
Before me, <i>witness name in full</i>			
Of <i>witness address</i>			
Signature <i>of witness</i>			

#### 5. Declaration of civil partnership notary *Must be signed during the declaration ceremony*

I hereby certify that I have sighted both partners' proof of ID and verified their identity and sighted proof of residency in Queensland			
First name			
Middle name(s) <i>if any</i>			
Family name			
Civil partnership notary registration number			
Signature <i>of civil partnership notary</i>		on	

#### Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application to register a civil partnership under the *Births, Deaths and Marriages Registration Act 2003* and *Civil Partnerships Act 2011*. Unless required or authorised by law, your personal information will not be provided to any other third party without your consent. To obtain details about the access policy and rights of access to this information contact the registry within Australia **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit **[www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)**.

All items marked with an asterisk(\*) are for statistical, administrative and community planning purposes and will not appear in the Registers.