

**RBDM Online service provider portal  
Overview and quick launch guide  
(authorised marriage celebrants)**

**August 2021**

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## Online marriage registration portal

# Overview and quick launch guide

The Registry of Births, Deaths and Marriages (RBDM) has an online service provider portal (the portal) to assist authorised marriage celebrant in completing and submitting for registration notices of intended marriage and official certificates of marriage electronically.

## How to sign-up

If you haven't signed up to access the portal yet, you will need to go through a 15-minute process to create a secure user login and submit for approval to RBDM. Full instructions can be found here: <https://www.publications.qld.gov.au/dataset/online-service-providers-access-to-birth-death-and-marriage-services/resource/ab29f6c8-e60e-449d-a261-28eb6496b767>

## How to access the portal

You can access the portal through our website at [www.qld.gov.au/RBDMserviceproviders](http://www.qld.gov.au/RBDMserviceproviders) or by going directly to the sign-up/log in screen [www.qld.gov.au/RBDMprovider-login](http://www.qld.gov.au/RBDMprovider-login).

## How to log-in

Always log in using your registered sign-up **email** and **password** using the Chrome browser (preferred).



**Important!** Never use the Google or Microsoft login options, as they are not compatible with the portal, and you will not be able to create and submit marriage records with these logins.

**Login or register**

Please login or register using one of the options below.

Google Microsoft

or

Login with QGov

Username  
Your email address

\* Password

Log in Register

You can change your details at any time through your account settings.

### Consent to share your details

To continue to use the DJAG Service Provider Portal service we need your consent to share the following details.

**Personal details**

Date of birth

Family name

Given name

Middle name/s

**Contact details**

Email address

**I consent to sharing these details:**

Always with DJAG Service Provider Portal service

Read our [frequently asked questions](#) about recent changes we've made to help you manage your data sharing preferences with Queensland Government online services

By giving consent you agree to our [Terms of use](#) and [Privacy statement](#).

## How to start a new marriage record



Enter details during your interview with the couple to create the official marriage document and print the NOIM to be signed.

Once logged in, this Summary of services screen should display for you. Select the **Create new marriage details** button to start a new record.

All fields do not need to be completed at this point.

Queensland Government

Queensland Government home > Service provider portal

**Service provider portal**

- > Summary of services
- > Search Registration - Marriage
- > Log out

**Summary of services**

Processes available to you

Outstanding tasks

Show  entries Search:

**Your profile**

Profile activities

**Help**

Quick guide to using the online marriage registration system


## Auto-save feature



We recommend that you note the RM number (barcode) generated against your own records for the couple.

As soon as you click the **Create new marriage details** button, a Marriage record (RM) number will be created, and a draft of the form will be saved. Any accidental records generated can be reused from your Summary of services screen if required (or cancel).

**Step 1 — Fill in marriage details — RM25127**

 Use this form during your interview with a couple to record their details and details of the ceremony to create the official documents.

Please note the RM number above is assigned to this record now. You must enter at least Person 1 and Person 2's family name/s before selecting 'Save for Later' or 'Proceed to Step 3' at the bottom of this page.

**Person 1's details**

★ Is person 1 known by one name?  
Select 'Yes' if person 1 only has one name and enter the name in the family name field.  
 Yes  No

Given name(s)

★ Family name

How does the party wish to be referred to as?








Gender

RM25283 - Details have not been saved Status: New

**Fill in marriage details**

**Transfer notice**

**Cancel registration**

-  Statutory Declaration & Certificate of Faithful Performance by Interpreter Form
-  Notice of intended marriage
-  Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage
-  Party civil certificate (Serif)
-  Party civil certificate (Italianno)
-  Party religious certificate (Serif)
-  Party religious certificate (Italianno)



You can use the blank record:

- select **Fill in marriage details** button
- enter parties' details
- select the **Save for later** button.

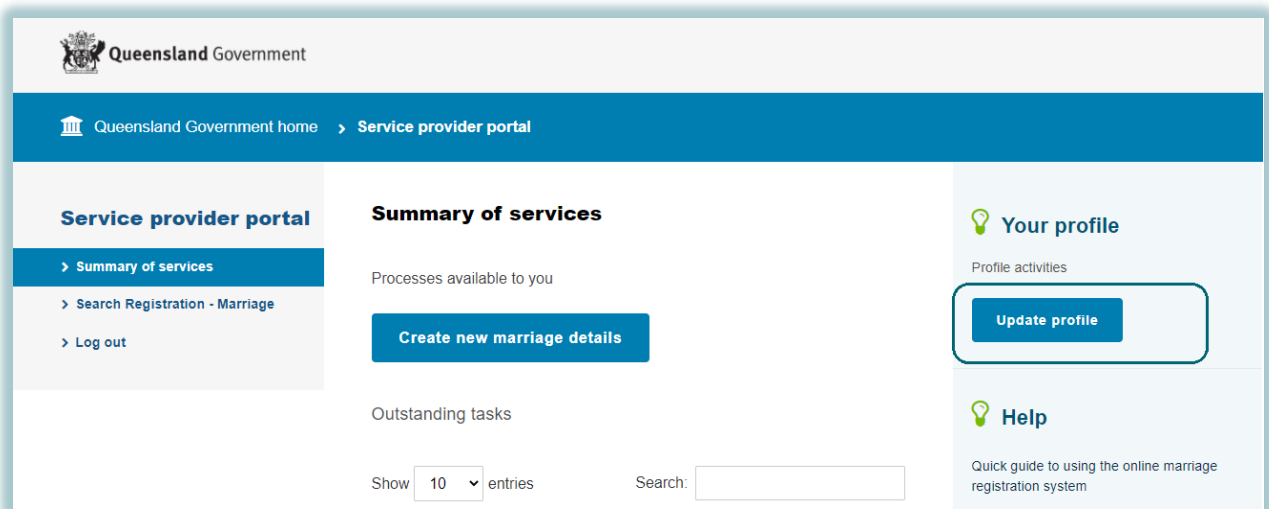
## Save for later

The portal does not automatically save details you enter, and you will not be prompted to save the details. You must select the **Save for later** button at the bottom of the online form.

## Celebrant details

Most of your **celebrant details** will automatically populate from the information you entered during sign-up. If you need to change/update these details it is important you do this as soon as possible through the portal.

It is also **your** responsibility to update the Attorney-General's Department or your nominating authority for your recognised denomination of the change of details.



The screenshot displays the Queensland Government Service Provider Portal. At the top, the Queensland Government logo and name are visible. Below this is a breadcrumb trail: 'Queensland Government home > Service provider portal'. The main content area is divided into three columns. The left column is a navigation menu with 'Service provider portal' and 'Summary of services' (highlighted) as main items, and sub-items for 'Summary of services', 'Search Registration - Marriage', and 'Log out'. The middle column is titled 'Summary of services' and contains a 'Processes available to you' section with a 'Create new marriage details' button, and an 'Outstanding tasks' section with a 'Show 10 entries' dropdown and a search box. The right column contains a 'Your profile' section with a lightbulb icon, 'Profile activities', and an 'Update profile' button, and a 'Help' section with a lightbulb icon and a link to a 'Quick guide to using the online marriage registration system'.


## Completing a NOIM



Fields not marked with an asterisk \* may be completed later, you will need to select **Save for later** button at the bottom of the form.

Complete **Person 1's details** and **Person 2's details** as required to completely auto fill the NOIM. The fields will automatically change based on the information you select/enter. At any stage of completing details the NOIM can be downloaded and viewed for printing.

**Step 1 — Fill in marriage details — RM25127**

 Use this form during your interview with a couple to record their details and details of the ceremony to create the official documents.

Please note the RM number above is assigned to this record now. You must enter at least Person 1 and Person 2's family name/s before selecting 'Save for Later' or 'Proceed to Step 3' at the bottom of this page.

**Person 1's details**

\* Is person 1 known by one name?  
 Select 'Yes' if person 1 only has one name and enter the name in the family name field.  
 Yes  **No**

Given name(s)

\* Family name

How does the party wish to be referred to as?

Gender

A person's gender is optional and will only appear on the NOIM for statistical purposes. If the person chooses not to identify gender, select **Not Stated**.

**Gender**

\*

Female

Male

Non-binary

**Not Stated**

Search for an occupation by entering it in the field to locate it in the drop-down.

**Occupation**

If the occupation is not in the list or person 1 is retired select 'Other'.

Abattoir Process Worker

Aboriginal and Torres Strait Islander Education Worker

Aboriginal and Torres Strait Islander Health Liaison Officer

Aboriginal and Torres Strait Islander Health Worker

Accountant

If the person's occupation is not in the list, select **Other** from the drop-down. The fields will automatically change based on the information for the occupation to be entered manually.

Occupation  
If the occupation is not in the list or person 1 is retired select 'Other'.

- please select -

Other

Mothercraft Nurse

Myotherapist

Other

Physiotherapist

Psychotherapist

Teacher of English to Speakers of Other Languages

Doc

included on the reverse side of the notice.

Occupation  
If the occupation is not in the list or person 1 is retired select 'Other'.

Other

Tell us the occupation

For example if retired, enter Retired Public Servant



Sections of the form may automatically change based on the information you select to show additional fields to be completed or hide fields that don't need to be completed.

**Parents' details**—this section may automatically change based on the information you select.

**Person 1's parents' details**

Have parent 1's details been provided?

Yes  No

Parent 1's current given name(s) Parent 1's current family name

Parent 1's birth given name(s) Parent 1's birth family name

What country was parent 1 born in?  
If not known, write 'unknown'.

Have parent 2's details been provided?

Yes  No



**Relationship**—this section will automatically change, if answered **Yes**.

**Relationship**

Are the parties related to each other?

Yes  No

Please state the type of relationship

**Interpreter**—this section will automatically change, if answered **Yes**.

**Interpreter**

Is an interpreter required?

Yes  No

Interpreter's details

Given name(s)  Family name  Address line 1

City, town or suburb  State or territory  Postcode  Country

Occupation

If the occupation is not in the list select 'Other'.

Person 1's language

Person 2's language

Location of declaration

This should be the city, town or suburb

Statutory declaration signed date

Certificate of faithful performance by interpreter signed date

**Notice of intended marriage**—this field will automatically enter today's date unless you change it. You can come back and change if required.

**Notice of intended marriage**

\* Date notice of intended marriage was received by authorised marriage celebrant?

\* Is this notice of intended marriage transferred from another authorised marriage celebrant?

Yes  No

**Details of ceremony**—if the couple do not know who they will have as witness for them, the full witness's names can be entered in Step 3.

**Details of ceremony**

What time is the ceremony?  
 PM

What date is the ceremony being held?

Name of the location or venue for the ceremony  
For example Cathedral of St Stephen, 249 Elizabeth Street or City Botanic Gardens, Alice Street. Do not include the city, town or suburb in this field.

City, town or suburb of the place of ceremony

Postcode \* State  
- please select - Queensland


Full name of 1st witness  
This is person 1's witness as per the Official Certificate of Marriage

Full name of 2nd witness  
This is person 2's witness as per the Official Certificate of Marriage

**Order a marriage certificate**—this section may automatically change based on the information you select.

**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  
- please select -

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

Type of certificate  
Commemorative certificate packages include a standard marriage certificate (\$66.70)  
 Commemorative certificate plus 1 standard marriage certificate (\$66.70)  
 **Standard marriage certificate (\$51.30)**  
 2 standard marriage certificates (\$102.60)



If the **Payment notification email** is incorrect, the details to pay online will not be received. The email is normally sent within 1-2 hours after you receive notification that the marriage has been accepted.

Select **Save for later** button.

**Step 2 — How to print the NOIM**

The official notice of intended marriage can be printed from 'Your tasks' on the Summary of services page.

If person 1 or person 2's details change after signing the NOIM they can be updated in Step 3—Review marriage details. Print and sign the updated NOIM and submit both when registering the marriage.

**Save for later** **Proceed to Step 3**



Print the NOIM and complete the rest of the requirements to finalise it. Once signed you may go back into the record and select **Proceed to Step 3**.

## Printing official marriage documents

As fields are completed in Step 1 all official documents start to auto fill. Select the **Notice of intended marriage** link and the PDF screen should appear for you. Then select print from the options displayed.

RM25283 - Details have not been saved Status: New

**Fill in marriage details**

**Transfer notice**

**Cancel registration**

- Statutory Declaration & Certificate of Faithful Performance by Interpreter Form
- Notice of intended marriage**
- Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage
- Party civil certificate (Serif)
- Party civil certificate (Italianno)
- Party religious certificate (Serif)
- Party religious certificate (Italianno)



The RM number will also appear in the top right-hand corner of the PDF documents as a barcode.

If there are changes to the NOIM after signing:

- cross out details on the original NOIM and have parties initial change(s)
- make updates to the marriage record on **Step 3 – Review marriage details** screen.

RM25283 - Test / Test
Status: New

Review marriage details

Transfer notice

Cancel registration

- Statutory Declaration & Certificate of Faithful Performance by Interpreter Form
- Notice of intended marriage
- Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage
- Party civil certificate (Serif)
- Party civil certificate (Italianno)
- Party religious certificate (Serif)
- Party religious certificate (Italianno)

## Completing the official ceremony documents

Enter details of ceremony if they were not known at the time the NOIM was lodged to create and print the official certificate of marriage and interpreter documents.

Details that change between the lodgement of the NOIM and the ceremony date **must** be updated in the marriage record in Step 3 before you **Submit for registration**.

### Step 3 — Review marriage details — RM25114

**Make sure it's right**

Please take the time to look over the details you have provided to make sure they are correct and complete before printing the official certificate of marriage and declaration of no legal impediment to marriage (Form 14).

**Celebrant notes**  
Only use this section where additional information would assist in the compliance of a marriage record.

Certificate of Marriage (Form 15) Number

**Details of ceremony**

\* What time was the ceremony?

PM

The following details may have changed for one/both Person 1 and Person 2:

- residential address
- occupation
- conjugal status (i.e. 'Divorce pending' to 'Divorced')
- place/date of ceremony
- ordering a marriage certificate.



There may be additional questions to answer if the details have changed.

The screenshot shows a form titled "RM25283 - Test / Test" with a status of "New". The form contains several sections with red asterisks indicating required fields:

- Is person 1's residential address in Australia?** Radio buttons for "Yes" (selected) and "No".
- Address line 1** (At date notice received): Text input field containing "28 Cuthbert Street".
- City, town or suburb** (At date notice received): Text input field containing "Albany Creek".
- State or territory** (At date notice received): Text input field containing "Qld".
- Postcode** (At date notice received): Text input field containing "4035".
- Did person 1's residential address change between the date notice received and the date of ceremony?** Radio buttons for "Yes" and "No" (selected). A note below states: "If no is selected, the residential address will be recorded as correct as at the date notice received and the date of ceremony."
- Occupation** (If the occupation is not in the list or person 1 is retired select 'Other.'): Dropdown menu showing "School Principal".
- Did person 1's occupation change between the date notice received and the date of ceremony?** Radio buttons for "Yes" and "No" (selected).

As you check the **Details of ceremony** are correct—complete or update as required.

Select **Save for later** until you have all the official documents signed and ready to attach.

To print select the **Official Certificate of Marriage & Declaration of No Legal Impediment of Marriage** link and the PDF screen should appear for you. Then select print from the options displayed.

The screenshot shows the "RM25283 - Test / Test" page with a status of "New". On the left, there are three buttons: "Review marriage details" (green), "Transfer notice" (blue), and "Cancel registration" (grey). On the right, there is a list of document options, each with a document icon:

- Statutory Declaration & Certificate of Faithful Performance by Interpreter Form
- Notice of intended marriage
- Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage** (highlighted with a red box)
- Party civil certificate (Serif)
- Party civil certificate (Italianno)
- Party religious certificate (Serif)
- Party religious certificate (Italianno)



The RM number will also appear in the top right-hand corner of the PDF documents as a barcode.

## Attaching signed forms to submit for registration



Ensure all marriage documents are signed, scanned, and saved onto your desktop as a PDF, JPEG, TIFF or PNG with a maximum file size no more than 20MB. **DO NOT** use special characters in the file name, such as apostrophes.

**After the ceremony** double check the information—if there are changes required, they must be noted on the official document and initialled before being scanned.

Select **Attached signed forms** button and the screen should open for you to choose the files to upload.

The screenshot shows the 'Service provider portal' for 'Attach signed forms — RM25139'. The page includes a navigation menu on the left with options like 'Summary of services', 'Attach signed forms — RM25139', 'Search Registration - Marriage', and 'Log out'. The main content area features an information icon and text stating: 'All parties must complete and sign the documents before they are scanned and attached below. Supported file types: PDF, JPEG, TIFF, PNG. The maximum file size is 20 MB. Do not use special characters (such as apostrophes) and accents in file names.' Below this, there is a section for 'Notice of intended marriage (both pages or page 1)' with a 'Choose File' button and the text 'No file chosen' and 'No file has been attached to this form yet'. On the right side, there is a 'Help' section with a 'Quick guide to using the online marriage registration system' and a 'QG Gov' section with user information: 'Logged into QGov: US25054 shelley\_thebodysshopathome@outlook.com', a 'Manage sharing preferences' link, and a 'Log out' button.

Select a **Choose File** button option and find the scanned document you want to attach.

This screenshot shows a detailed view of the file selection process. It lists several document categories, each with a 'Choose File' button and the text 'No file chosen' and 'No file has been attached to this form yet':

- \* Notice of intended marriage (both pages or page 1)
- Notice of intended marriage (page 2 only)
- \* Combined Official certificate of marriage and Declaration of no legal impediment to marriage or Official certificate of marriage only
- Declaration of no legal impediment to marriage only
- Any other documents (page 1)
- Any other documents (page 2)

At the bottom of the form, there are two buttons: 'Cancel' and 'Submit for registration'.

Select the **Submit for registration** button after you have attached all of the required marriage documents. The status of the record will change from **New** to **In progress**.

## Status definitions and special characters

Status	Description
New	Record is with you (the authorised service provider) and not submitted to RBDM
In progress	Record and signed forms submitted to RBDM (available to edit)
Waiting	Record has been recalled by you for editing and is waiting for you to upload and attach all signed forms to the record.
Accepted	Record is compliant and ready for registering by RBDM
Urgent action required	Record has been rejected and returned to you for action and the completion of Authorised Marriage Celebrant (AMC) Compliance Response data field
Resubmitted In progress	Record has been resubmitted to RBDM after rejected (scanned copies attached)
Cancelled	Record cancelled by you or RBDM
Transfer pending	Waiting for the new authorised marriage celebrant to accept the transfer
Transfer rejected	New authorised marriage celebrant has rejected the transfer
Transfer accepted	New authorised marriage celebrant has accepted the transfer

**Special characters** – some are acceptable. The following special characters can be used in the online form.

Char	Alt+	\	0092	°	0176
	0032	]	0093	±	0177
!	0033	^	0094	²	0178
"	0034	~	0095	³	0179
#	0035	˘	0096	´	0180
\$	0036	{	0123	µ	0181
%	0037		0124	¶	0182
&	0038	}	0125	·	0183
'	0039	~	0126	¸	0184
(	0040	•	0127	¸	0185
)	0041	ı	0161	°	0186
*	0042	¢	0162	»	0187
+	0043	£	0163	¼	0188
,	0044	¤	0164	½	0189
-	0045	¥	0165	¾	0190
.	0046	¦	0166	¿	0191
/	0047	§	0167	À	0192
:	0058	¨	0168	Á	0193
:	0059	©	0169	Â	0194
<	0060	ª	0170	Ã	0195
=	0061	«	0171	Ä	0196
>	0062	¬	0172	Å	0197
?	0063	®	0173	Æ	0198
@	0064	™	0174	Ç	0199
¡	0091	—	0175	È	0200
É	0201	Ü	0220	Ī	0239
Ê	0202	Ý	0221	ð	0240
Ë	0203	Þ	0222	ñ	0241
Ì	0204	ß	0223	ò	0242
Í	0205	à	0224	ó	0243
Î	0206	á	0225	ô	0244
Ï	0207	â	0226	õ	0245
Ð	0208	ã	0227	ö	0246
Ñ	0209	ä	0228	÷	0247
Ò	0210	å	0229	ø	0248
Ó	0211	æ	0230	ù	0249
Ô	0212	ç	0231	ú	0250
Õ	0213	è	0232	û	0251
Ö	0214	é	0233	ü	0252
×	0215	ê	0234	ý	0253
Ø	0216	ë	0235	ÿ	0255
Ù	0217	ì	0236		
Ú	0218	í	0237		
Û	0219	î	0238		



## How to edit a submitted record

A record in the portal with a status of **In progress** may be recalled for you to edit before we start processing the registration.

Search for the record in the **Search Registration - Marriage** screen. Select the **RM#** button for the record to view the details that have been submitted for registration.

**Service provider portal**

- Summary of services
- Search Registration - Marriage**
- Log out

**Search Registration - Marriage**

Search across multiple fields

RM25134

Additional search fields

Person 1's family name    Person 2's family name    Barcode

**Search - Registration**    **Reset**

Found: 1

Barcode	Person 1's family name	Person 2's family name	Status	Created
<b>RM25134</b>	Under	Age	<b>In progress</b>	04/08/2021 1:33 PM

Scroll down the screen to view the details.

**Search Registration - Marriage**

**Printable forms**

- [Statutory Declaration & Certificate of Faithful Performance by Interpreter Form](#)
- [Notice of intended marriage](#)
- [Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage](#)
- [Party civil certificate \(Serif\)](#)
- [Party civil certificate \(Italianno\)](#)
- [Party religious certificate \(Serif\)](#)
- [Party religious certificate \(Italianno\)](#)

**Your available tasks**

**Edit registration**    **Cancel registration**

**Details of ceremony**

Ceremony used  
**Ananda Marga**

Place of ceremony    Postcode of ceremony  
**The Name Of The Usual Venue**    **4007**



You can also view the files that you previously attached. Note: if you edit a record, files will need to be attached again.

### Attached forms

Notice of intended marriage (both pages or page 1 only)

[View file](#)

Combined Official certificate of marriage and Declaration of no legal impediment to marriage or Official certificate of marriage only

[View file](#)

To recall the record and edit, select the **Edit registration** button. This will change the status of the record from **In progress** to **Waiting**.

### Your available tasks

**Edit registration**

**Cancel registration**



Any changes made in the portal must be shown on the documents that you submitted for registration. Be sure to cross out details and have parties' initial changes, as required and attached before submitting.

### Attach signed forms — RM25093



All parties must complete and sign the documents before they are scanned and attached below.

Supported file types: PDF, JPEG, TIFF, PNG. The maximum file size is 20 MB. Do not use special characters (such as apostrophes) and accents in file names.

#### \* Notice of intended marriage (both pages or page 1)

[Choose File](#) No file chosen

A file has been attached for this form. You can update this attachment by uploading a replacement file.

Notice of intended marriage (page 2 only)

[Choose File](#) No file chosen

No file has been attached to this form yet

#### \* Combined Official certificate of marriage and Declaration of no legal impediment to marriage or Official certificate of marriage only

[Choose File](#) No file chosen

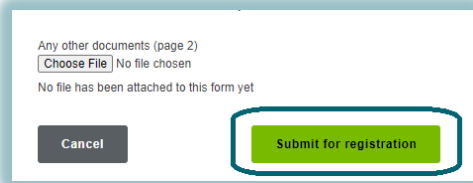
A file has been attached for this form. You can update this attachment by uploading a replacement file.

Declaration of no legal impediment to marriage only

[Choose File](#) No file chosen

No file has been attached to this form yet

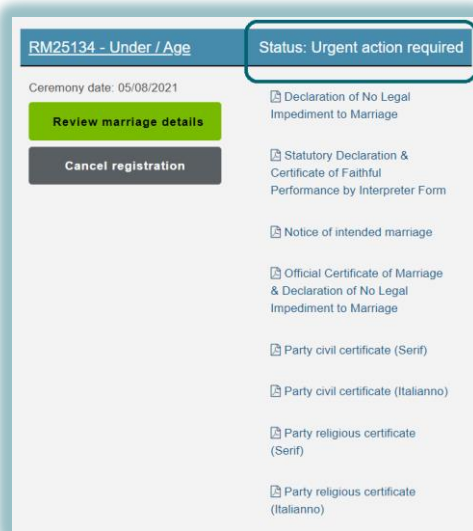
After you re-attach the signed documents, select the **Submit for registration** button. This will change the status of the record from **Waiting** back to **In progress**.



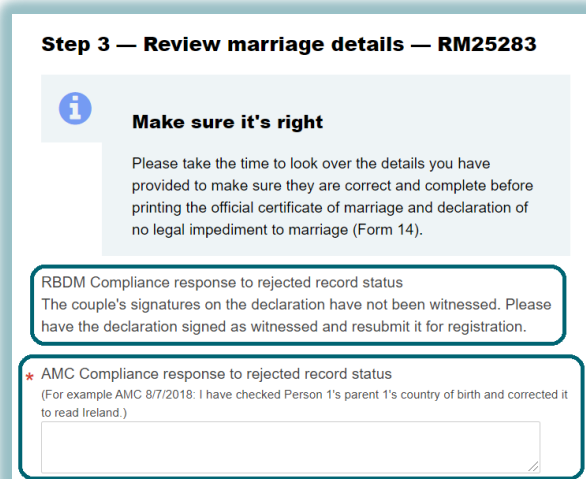
## Quick guide for rejected records

If a record has been rejected, you will receive an email.

Once logged in, this Summary of services screen should display for you to search the RM number provided in the email. The record will show a status of **Urgent action required**.



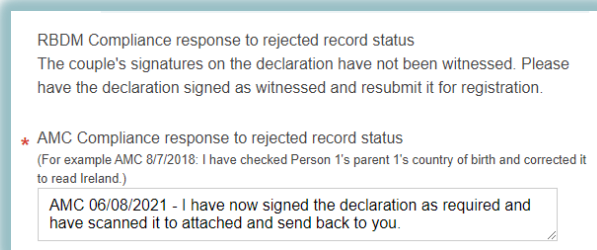
Select the **Review marriage details** to view the reason provided by our compliance team and complete the **AMC Compliance response to rejected record status** field.



Locate the scanned copies of the marriage documents or the hardcopies if they are still in your possession.

- a. Check Party 1's first names on all marriage documents
- b. Recheck the scanned or hardcopy marriage documents still in your possession against the information in portal for the record.

You must add a comment under **AMC Compliance response to rejected record status** in both situations telling us it is correct, and if required what the information should be.



RBDM Compliance response to rejected record status  
The couple's signatures on the declaration have not been witnessed. Please have the declaration signed as witnessed and resubmit it for registration.

\* AMC Compliance response to rejected record status  
(For example AMC 8/7/2018: I have checked Person 1's parent 1's country of birth and corrected it to read Ireland.)

AMC 06/08/2021 - I have now signed the declaration as required and have scanned it to attached and send back to you.

Select the **Attach signed form** forms button if we need forms with initialled changes or missing signatures, added the Attach signed forms screen should appear for you.



If we do not need forms re-attached your response will be submitted for review and you will return to the **Summary of services** screen.

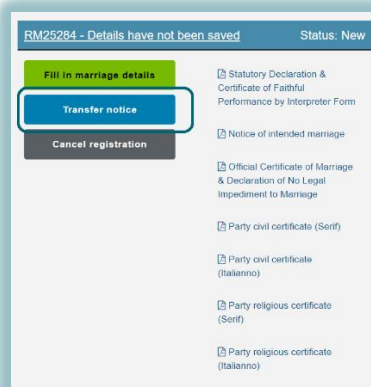
The status of the record will appear as **In progress resubmitted**.



RM25283	Test	Test	In progress resubmitted
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## How to transfer a NOIM

A record in the portal with a status of **NEW** may be transferred through the portal (refer to Guidelines on the *Marriage Act 1961* for authorised celebrants).



RM25284 - Details have not been saved Status: New

Fill in marriage details

Transfer notice

Cancel registration

- Statutory Declaration & Certificate of Faithful Performance by Interpreter Form
- Notice of intended marriage
- Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage
- Party civil certificate (Serif)
- Party civil certificate (Italianno)
- Party religious certificate (Serif)
- Party religious certificate (Italianno)

Once **Transfer notice** button is selected the **Transfer notice** screen should display for you. Select the new authorised celebrant from the drop-down and enter the reason for the transfer.

**Transfer notice**

\* Who would you like to transfer this notice to?  
- please select -

\* Reason for transfer

Cancel Submit transfer



If the authorised marriage celebrant does not use the online portal, the transfer will need to be completed offline. Please use the usual process to print the PDF of the NOIM and provide it to the new authorised marriage celebrant.

Once you select **Submit transfer** button the new authorised marriage celebrant will be notified that a transfer has been submitted to them through the portal.

The new authorised marriage celebrant may either accept or reject the transfer. The original authorised marriage celebrant will be notified.

After the transfer is accepted the original marriage celebrant will not see the record on the **Summary of services** page.



If you need to refer to a transferred record it will appear in the **Search Registration – Marriage** screen.

**Search Registration - Marriage**

Barcode: RM12510.  
Status: Transfer accepted.  
Created: 04 March 2019 - 1:11:28 PM.

**Printable forms**

- [Interpreter](#)
- [Notice of intended marriage](#)
- [Official Certificate of Marriage & Declaration of No Legal Impediment to Marriage](#)
- [Party certificate \(civil\) \(Serif font\)](#)
- [Party certificate \(civil\) \(Italiano font\)](#)
- [Party certificate \(religious\) \(Serif font\)](#)
- [Party certificate \(religious\) \(Italiano font\)](#)

**Contact details**

Preferred contact email Preferred contact mobile

**Details of ceremony**

**Authorised service provider identity information**

Given name(s)	Family name	AG Celebrant ID
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## Accepting (or rejecting) a NOIM transfer

Once logged in, this Summary of services screen should display for you. Locate the record, the status will state Transfer pending.

Select the **Transfer Notice Details** button and the Transfer Notice Details screen should display for you.

### Transfer Notice Details

This transfer notice has been requested by authority of the parties and the authorised marriage celebrant below:

Name of authorised marriage celebrant who requested the transfer of the notice — Celebrant name A/Q Number

Reason for transfer  
adsfasdfsf

When did you receive the original NOIM?

Refer to 5.2.2 Transferring the NOIM in exceptional situations in the 'Guidelines on the Marriage Act 1961 for authorised celebrants'.



If you have not received the original NOIM from the original authorised marriage celebrant, leave the date field blank and select the Accept notice button. The date can be added in **Step 3 – Review marriage details** screen.

Select the **Accept notice** or **Reject notice** button.

After **Accepting a NOIM**, it will appear in your Summary of service screen in your tasks for action.

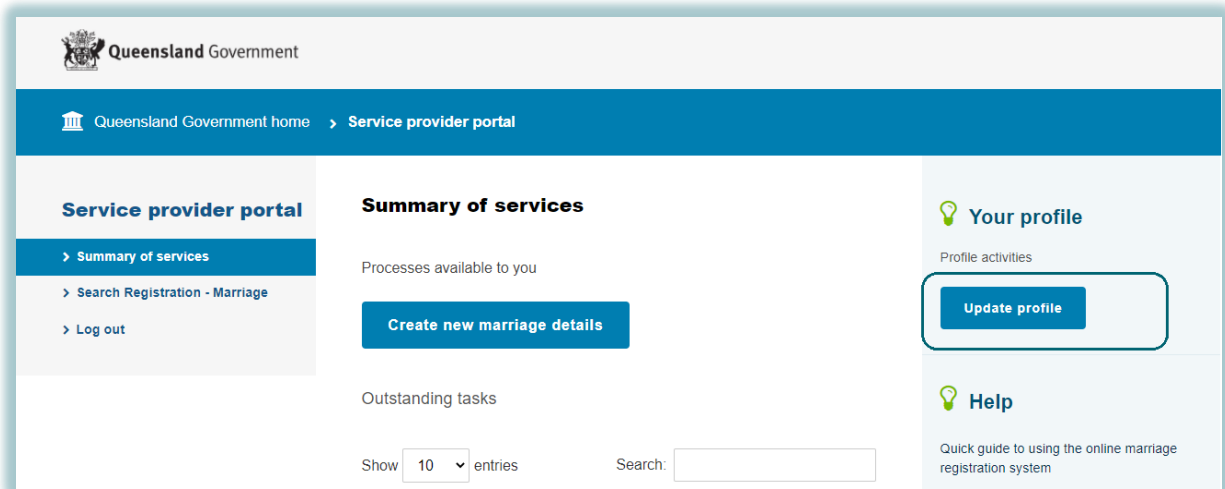
**Rejecting a NOIM** will return the record to the original authorised marriage celebrant advising them that it has been rejected. The original authorised marriage celebrant will have the option to transfer to another celebrant or cancel the record.

## Updating your profile

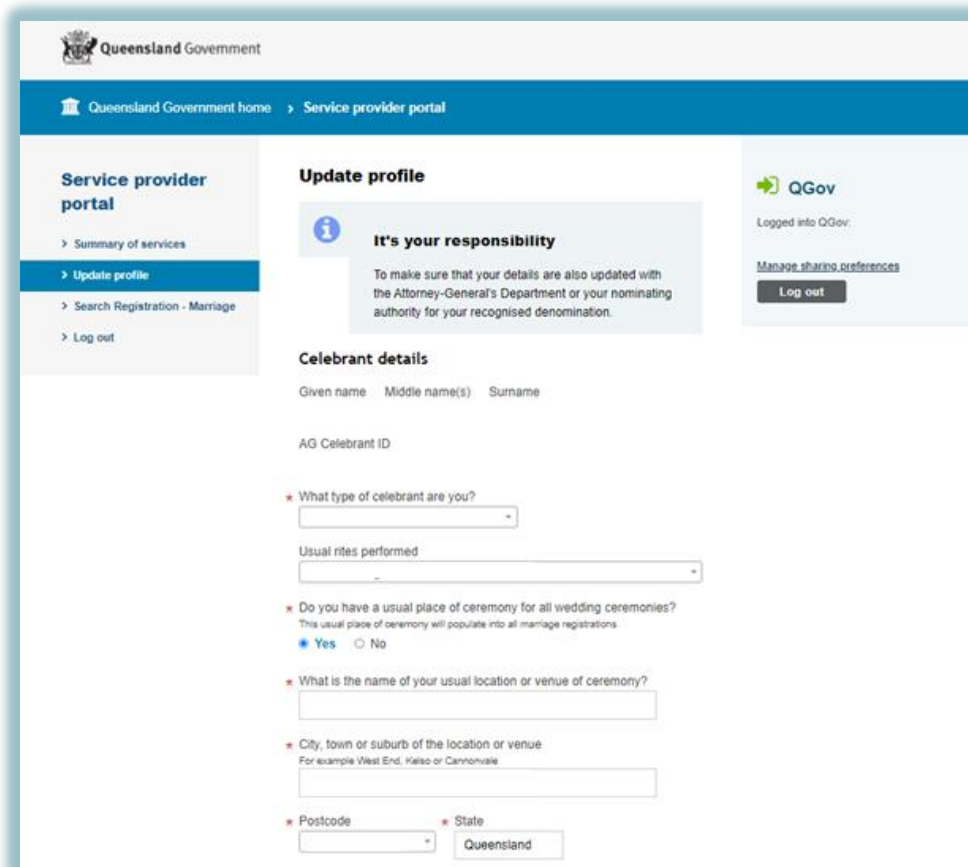


Your profile should not be updated until notification of the change of details are confirmed with the Attorney-General's Department and/or your nominating authority for your recognised denomination.

If your profile details change it is important that your details are updated as soon as possible in the portal.



Select the **Update profile** button, the Update profile screen should appear for you to review and update your details. Your details already supplied will appear in the fields.



Make your updates, complete the reason field, and if you have notified the appropriate authority already select 'Yes'. This response should allow the **Update profile** button to appear for you.

\* Reason for update

My contact mobile number and address have changed.

\* Have you notified the Attorney-General's Department or your nominating authority for your recognised denomination of your change of details?

Yes  No

**Update profile**

## Need help?

If you need assistance completing the forms, using the portal, or encounter any errors, please contact [bdmserviceprovider@justice.qld.gov.au](mailto:bdmserviceprovider@justice.qld.gov.au) with screenshots/snips, so that we can best assist with your query.

If you would like to make a request for additional content to be added to this guide, please also send your comments and suggestions through to this mailbox.

A Client Relationship Officer will reply to you **within 1-2 business days**. If your query is urgent, please include this in the subject line and we will make every effort to respond as soon as possible.