



Marriage Celebrants' Bulletin



Welcome to the new look Marriage Celebrants' Bulletin

Welcome to our first news update, a newsletter designed to keep you informed regarding marriages in Queensland.

In our first update, we will:

- explain the certificate application process
- provide information on getting a marriage registered
- provide a list of useful contacts to help make your job easier.

We hope that you find this update useful. If you have any suggestions for topics that would help you please [email us](#).

We are not scheduling updates, so don't worry about your mailbox getting clogged up. 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

Queensland Registry of Births, Deaths and Marriages



Marriage certificates as of 3 July 2017

Standard marriage certificate **\$46.60**

(standard postage included)

Commemorative marriage certificate package **\$61.00**

(includes 1 standard certificate)

Postage **We value identity protection, therefore we recommend that you choose registered post so that the delivery of a certificate can be tracked and delivered securely.*

Registered mail **\$4.90**

Express post **\$6.10**

International Registered post **\$15.90**

Changes to the marriage certificate application process

Last year we implemented a new way for you to help your clients order a marriage certificate. Here are a few important things to remember.

- Marriage certificate applications must be made (completed and signed) by either the groom or the bride.
- Don't complete the marriage certificate application on the couple's behalf.
- We will post the certificate directly to the applicant, unless we are told by the applicant that it can be sent to you instead.
- For celebrants to endorse identity documents as part of a certificate application it must be sent with marriage registration paperwork.
- Our preferred payment method is credit card. We do accept bank or business cheques but please advised these may delay certificate release.
- If we issue a refund, it will be refunded back to the original card holder/payee.

In an effort to address any confusion about how to advise us that you have sighted identity documents we have added a **celebrant use only** box to the marriage certificate application. The **celebrant use only** box is on page 2 of the application under the privacy statement (as illustrated below). Please print your details clearly to avoid any delays. A copy of the new form can be [found here](#).

New marriage certificate application form

<https://publications.qld.gov.au/dataset/marriage-certificate-extract-application/resource/bfc99568-8085-4eb8-8aa5-6ce3173985e1>

Important

As stated below endorsed marriage certificate applications (with the completed **celebrant use only** box) are only valid when sent with marriage registration documents. If you intend to use this option, please do not send copies of proof of identity documents. Your endorsement alone is sufficient verification to release the certificate.

Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your marriage certificate under the *Births, Deaths and Marriages Registration Act 2003*, *Births Deaths and Marriages Registration Regulation 2003* and the *Relationships 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 on **13QGOV (13 74 68)**, international callers **+61 7 3405 0985** (+10 hours UTC). For general information about the registry visit www.qld.gov.au/bdm.

Celebrant use only

"I have sighted the original identification documents in accordance with the proof of identity requirements set by the Queensland Registry of Births, Deaths and Marriages."

Celebrant signature

Celebrant name
(printed)

Celebrant
registration number

Date

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Helpful tips for registering a marriage

A marriage celebrant has a very important role within the community. You build a trusting relationship with your clients and guide them through one of the most emotional and important days of their lives. It is also your role to ensure all registration documentation is completed and submitted to us within 14 days of the wedding.

Most of the time we are able to register a marriage within 5 business days of receiving the registration documentation, however if we receive incomplete or incorrect documentation this timeframe will be affected.

Our registrations team have compiled a list of common errors we receive by document type.

Remember to keep an eye out for these mistakes when you complete the forms with your clients.

Official certificate of marriage

- Provide the full address details of the location of marriage i.e. Redcliffe Uniting Church, Anzac Avenue, Redcliffe.

- Include the first name and maiden name of the mother of both the bride and groom, even if the mother is deceased. If the full maiden name is not known, write “unknown”.
- Include the full name of the father for both the bride and groom. If the father’s name is not known, write “unknown”.
- Ensure the place of birth is correct e.g. Southport, Tugun and Benowa should not be listed as Gold Coast.
- Witnesses names must include the person’s full name e.g. Peter Earle Jones not P.E. Jones.
- Please write clearly if the certificate of marriage is handwritten.

Declarations of no legal impediment to marriage

- Ensure yourself, the bride, and groom complete and sign this document.

Notice of intended marriage

- You must ensure marriage arrangements are included in the celebrant’s use section, and required sections are completed and signed.
- The notice of intended marriage application must be registered with a celebrant, at least 1 month before your couple gets married.

2017 Annual returns for nominating authorities and ministers of religion

Each year all nominating authorities and ministers of religion are required to provide us with their annual lists. We use these lists to update our database to ensure all information for ministers of religion and ministers from nominating authorities is current. If we are not advised of changes to circumstances, any marriages conducted by that minister may be affected.

The 2017 annual returns are due, please see what information you are required to provide us in your annual return lists.

Nominating authorities

The list should include the following information:

- ‘Q’ registration number
- surname
- given names
- title
- residential and postal address
- email address
- mobile and home phone numbers
- changes from previous year and reason, e.g. deceased, transferred interstate etc.

Nominations for ministers of religion

Remember the items listed below should be included:

- A letter on church letterhead.
- The completed nominations for registration of minister of religion form which has been signed
 - Top section – by the nominating authority
 - Middle section – by the minister
 - Statutory declaration – by both the minister and an authorised witness.
- The completed additional information sheet – available from our office.

Email your lists to bdm.marriage@justice.qld.gov.au. Thank you to those who have already sent us their lists.

Useful contacts

Pre-ceremony legislation requirements

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

The Guidelines 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: marriagecelebrantssection@ag.gov.au

Phone: 1800 550 343 Monday to Friday from 10am to 1pm and 2pm to 5pm AEST

Website: www.ag.gov.au

Post-ceremony registrations and certificate applications

Contact the Registry of Births, Deaths and Marriages:

Email: bdm.marriage@justice.qld.gov.au

Phone: 13 QGOV (13 74 68) *Costs may be higher from mobile phones and interstate

Times: Monday to Friday: 8.30am-4.30pm

Website: www.qld.gov.au/rbdm

Update your address, phone or email details

Q celebrants

Email: bdm.marriage@justice.qld.gov.au and also inform your nominating authority.

A celebrants

Email: marriagecelebrantssection@ag.gov.au

Corrections to certificates

Please direct your clients to our [website](#).

Website: www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/correct-a-certificate/

Phone: 13 QGOV (13 74 68) *Costs may be higher from mobile phones and interstate

Times: Monday to Friday: 8.30am-4.30pm

Apostilles information

Please direct your clients to the Department of Foreign Affairs and Trade (DFAT) [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

Email: authentications@dfat.gov.au

Bi-annually the Australian Government Attorney-General's Department publishes a newsletter to all Commonwealth appointed marriage celebrants. [Subscribe here](#).

QLD BDM | www.qld.gov.au/rbdm



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Government**

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