

Planning

your civil partnership declaration ceremony at the Brisbane registry

Now that you have decided to have your ceremony with us, please book an interview appointment so we can receive your completed Notice of Intention to enter into a civil partnership (notice) and talk about your ceremony. Then you have 10 days (or as much as 12 months) to plan for your special day. **To book your interview appointment visit www.qld.gov.au/registryceremonies**

Step 1—Agree on ceremony dates

Before your interview, it's important that you both agree on **at least 3 preferred ceremony dates**. We will book a date at your interview and want to make sure you get a date that suits you.

Step 2—Complete your notice

We need to receive your notice a minimum of 10 full days before your intended ceremony day, and not earlier than 12 months before. For example, if we are given your notice on the 5th of a month, the earliest you can have your ceremony would be the 16th of that month.

Fill in and print the notice (you will receive a notice download link in your interview booking email confirmation).

Step 3—Proof of ID

To book your ceremony with us, you need to pay the fee and bring **original** documents (no photocopies) for us to see at your interview appointment:

- make sure you **both** have
 - an original birth certificate and/or current passport
 - current proof of ID
- evidence that 1 of you lives in Queensland
- if married or in a civil partnership before, evidence such as divorce, civil partnership terminated or death certificate of your last partner

For original documents not in English, you must provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) translation services, contact them at www.naati.com.au or by phone 1300 557 470.

Step 4—Your interview

To arrange your ceremony, please bring your completed notice, proof of ID and supporting documents. If you can't speak or understand English, you need to bring someone along to your interview who can translate for you.

During your interview we will:

- witness your signatures
- sight your documents (including official translations, if original documents are not in English)
- take payment
- book a date and time for your ceremony—refer to Step 1.

A ceremony at the Brisbane registry costs:

- \$371.50* (Monday, Tuesday, Thursday & Friday, 9.30am–4.00pm)
- \$636.70* (Friday, 5.30pm–7.00pm)—includes your choice of a commemorative civil partnership certificate package
- \$482.90* (Saturday, 9.30am–4.00pm)

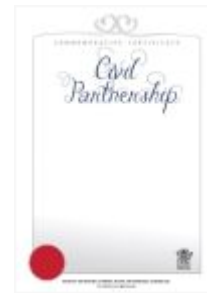
- \$636.70* (Saturday, 4.30pm–6.30pm)—includes your choice of a commemorative civil partnership certificate package.

Ordering a civil partnership certificate

Most couples find they need an official standard civil partnership certificate. You can pay for a certificate at your interview.

The ceremonial civil partnership certificate given to you by the civil partnership notary at your ceremony is not official and can't be used for legal purposes.

- Civil partnership certificate – \$52.60*
- Commemorative civil partnership certificate package (1 standard civil partnership certificate included) – \$68.35*



Special requirements—plan ahead

If you or your guests have special requirements, please let us know at your interview so that we can plan how to meet them, if possible. Pets are not allowed on our premises, but we welcome qualified assistance animals.

Reschedule or cancel your interview

You can tell us by making your own changes using the 'Reschedule' or 'Cancel' buttons in the email you received to confirm your interview booking.

Contact details

Building Name: 180 Brisbane

Street address: Level 32, 180 Ann Street, Brisbane

Phone: 13 QGOV (13 74 68)

Office hours: 8.30am – 4.30pm (Monday to Friday)

Website: www.qld.gov.au/rbdlm

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#brisbaneregistry

***fees are subject to change**

