

## Instructions for completing

# Form 15 – Application to register a civil partnership

*Births, Deaths and Marriages Registration Act 2003*

*Births, Deaths and Marriages Registration Regulation 2003*

*Civil Partnerships Act 2011 (Section 7)*

A civil partnership provides a way for two adults, over 18 years of age, who are in a relationship as a couple, regardless of their sex, to have their relationship legally recognised by registration as a civil partnership.

Please read the notice (Form 16) setting out the legal effect of a civil partnership.

### Two Options for Entering a Civil Partnership

There are two ways to formally apply to enter a civil partnership:

1. Registration only.
2. Registration plus declaration ceremony.

### Purpose of this Form

This form is used for Option 1 above. If you wish to hold a declaration ceremony, please use the Notice of Intention to Enter into a Civil Partnership (Form 18a).

### Eligibility

To enter into a civil partnership the proposed civil partners must:

- Not be married.
- Not be in another civil partnership.
- Not be in a prohibited relationship.
- At least one (1) of the proposed civil partners must live in Queensland.

### Prohibited Relationship

A prohibited relationship between proposed civil partners is defined as being a lineal ancestor, lineal descendent, sibling or half sibling. Applicants should be aware of their responsibilities under the *Civil Partnerships Act 2011*.

### Evidence of Residency

Evidence that at least one (1) of the proposed civil partners live in Queensland must be provided. This evidence must show that the partner has lived in Queensland for at least six (6) months prior to this application.

Please ensure all documentation is certified by a qualified witness.

### Proof of Identification

Please note that at least one (1) form of proof of identification must include your date of birth. Please refer to the proof of identification guidelines contained within this form for further information.

Please ensure all documentation is certified by a qualified witness.

### Important Information

- Proposed civil partners must be aware of their responsibilities under the *Civil Partnerships Act 2011*.
- No prescribed fee is required to register a civil partnership. However, if you wish to order a civil partnership certificate once the registration has been finalised refer to the website below.
- The statutory declaration included within this form must be signed by a witness qualified to sign statutory declaration/s under the *Oaths Act 1867*.

### General Information

- The Registry will not accept this form if it is not completed in full.
- If lodging the form by post to the Registry, you must have all evidence of residency and proof of identification documentation certified as true copies of the original by a qualified witness.
- If lodging the form in person to the Registry you must have original evidence of residency and proof of identification documentation to be sighted.
- Please print clearly and use a blue or black pen only.
- Any alteration to information provided on this form and substitute information must be clear and all parties must initial in the margin.
- Do not use white out or correction fluid/tape.
- You can view or download the *Civil Partnerships Act 2011* from [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

### Contact Details

#### Send completed form to:

Registry of Births, Deaths and Marriages, PO Box 15188,  
City East QLD 4002

#### Lodge completed form in person to:

Ground Floor, 110 George Street, Brisbane QLD 4000

**Office hours:** Monday - Friday; 8.30am - 4.30pm

**Phone:** 1300 366 430 (local call charge within Australia,  
mobiles charged at applicable rates)

International callers: +61 7 3404 3343

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

## Form 15 (Version 1)

## Application to register a civil partnership

Effective as of 23/02/2012

Births, Deaths and Marriages Registration Act 2003

Births, Deaths and Marriages Registration Regulation 2003

Civil Partnerships Act 2011 (Section 7)

Please read the guidelines and additional information attached before completing this application.

Please print clearly and **do not** use correction fluid/tape.

## 1. Details of partners

	Partner 1	Partner 2
<b>Surname</b> <i>(as appears on your proof of identity document)</i>		
<b>First name/s</b> <i>(as appears on your proof of identity document)</i>		
<b>Occupation</b>		
<b>Residential address including state/territory</b> <i>(one of the partners must reside in Queensland)</i>		
<b>Place of birth</b>		
<b>Sex</b>		
<b>Date of birth</b>	DD / MM / YYYY	DD / MM / YYYY
<b>Relationship status</b> <i>single, widowed, divorced, civil partnership (terminated)</i>		
<b>Mother's/parent's surname</b>		
<b>Mother's/parent's first name/s</b>		
<b>Father's/parent's surname</b>		
<b>Father's/parent's first name/s</b>		

## 2. Statutory declaration

	Partner 1	Partner 2
<b>I, (full name)</b>		
<b>Being a (occupation)</b>		
<b>Of (address)</b>		
	Hereby solemnly declare that I wish to enter into a civil partnership with  ..... <i>(full name of partner 2)</i>  and that I am not married or in a civil partnership, and believe I do not have a prohibited relationship with my proposed civil partner.	Hereby solemnly declare that I wish to enter into a civil partnership with  ..... <i>(full name of partner 1)</i>  and that I am not married or in a civil partnership, and believe I do not have a prohibited relationship with my proposed civil partner.
<b>I have read the notice setting out the legal effect of a civil partnership</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signature (of partners)</b>		

Details of witness		
Declared at <i>(place)</i>		on DD / MM / YYYY
Before me, <i>(full name of witness)</i>		
Of <i>(address of witness)</i>		
Qualification of witness <i>(must be able to witness a statutory declaration in accordance with the Oaths Act 1867)</i>		
Signature <i>(of witness)</i>		

### 3. Evidence of residency

	Partner 1	Partner 2
Does at least one of the proposed partners live in Queensland?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you attached documentation to show evidence? Attach at least one (1) certified document from List 3 that lists your current residential address in Queensland	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Proof of identity requirements

Before a certificate, information or source document is released, an applicant's entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Part 4 Proof of Identity Principles.

Applicants are required to provide:

- One form of identification from each list (at least one containing a signature); or
- If unable to provide identification from List 1, two forms of identification from List 2 and one form of identification from List 3 must be provided (at least one containing a signature).
- Age evidence must be provided by both partners from List 1 or List 2.

**Table 1: Proof of identity document**

List 1	List 2	List 3
<input type="checkbox"/> Current Australian photo driver licence <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Current overseas passport <input type="checkbox"/> Current Australian Firearms licence <input type="checkbox"/> Current Defence Force or Police Service photo ID card <input type="checkbox"/> Adult Proof of Age Card (formerly 18+ Card).	<input type="checkbox"/> Current Medicare card <input type="checkbox"/> Current financial institution debit or credit card with your signature and full name or passbook <input type="checkbox"/> Current entitlement card issued by the Commonwealth or State Government <input type="checkbox"/> Educational institution student identity document (must include photo and/or signature) or statement of enrolment <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Current document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence.	<input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) with current residential address <input type="checkbox"/> Recent financial institution statement with current residential address <input type="checkbox"/> Rent/lease agreement with current residential address <input type="checkbox"/> Rates notice with current residential address <input type="checkbox"/> A renewal notice for vehicle registration or driver licence for coming period with current residential address <input type="checkbox"/> Recent official correspondence from Government Service Providers (not from this agency).

Proof of identity documents are to be in English otherwise must be translated by an accredited translator. The official translation document is to accompany the original documents.

The Registrar's discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar on any unusual case that may fall outside the requirements of the above table.

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness.

The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being “a correct copy of the document”:

- Justice of the Peace
- Commissioner for Declarations
- Barrister/Solicitor
- Notary Public

Where applications are received at the Brisbane Registry, client service officers are able to sight original proof of identity documents submitted in support of an application.

## Submission Options

Post to	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
Lodge in person	110 George Street, Brisbane or your local Queensland Magistrates Court or Queensland Government Agent.

## Privacy Statement

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

The collection of information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003* and *Civil Partnerships Act 2011*.

It is used for the purposes of the Act which include registering civil partnerships in Queensland and issuing civil partnership certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the Registry on 1300 366 430. For general information about the Registry visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au).

## Translations

### اللغة العربية

إنه مطلب قانوني أن تقوم بتسجيل مولد طفلك. ويتحقق ذلك عن طريق قيام الوالدين بتعبئة طلب تسجيل المولود الموجود في هذه الكراسة وإرساله إلى أمين سجل المواليد والوفيات والزيجات، على العنوان:  
PO Box 15188, City East, Qld 4002

إذا كنت في حاجة إلى مساعدة الترجمة الشفهية لتعبئة هذا الطلب، برجاء الاتصال بخدمة الترجمة الشفهية الهاتفية على الرقم 13 14 50 واطلب منهم الاتصال بالسجل على الرقم 1300 366 430.

### 中文

您要依法注册孩子的出生，父母两人须填写本小册子中的“出生注册申请表”，然后寄到“出生、死亡和婚姻注册处 (Registry of Births, Deaths and Marriages)”，地址是：  
PO Box 15188, City East, Qld 4002

如果申请时需要口译员帮助，请拨“电话口译服务”电话 13 14 50，请他们帮助拨打注册处电话 1300 366 430。

### INDONESIA

Merupakan ketentuan hukum untuk mendaftarkan kelahiran anak anda. Kedua orang tua harus mendaftarkan kelahiran anak dengan mengisi Aplikasi Pendaftaran Kelahiran di brosur ini dan kirim ke Panitera Kelahiran, Kematian dan Pernikahan, PO Box 15188, City East, Qld 4002

Jika anda membutuhkan bantuan penterjemah, silahkan hubungi layanan penterjemah telepon di 13 14 50 dan minta mereka untuk hubungi Panitera di 1300 366 430.

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Yen ee loᑭ ye thiec tēnē yin rin ba kol dhieth menhdu gat piny. Wēēk kōc dhieth eben leu luᑭ ke bak athor dhieth kēnē thioᑭ yic ne brochure kēnē ku tooc tēnē makteb dhieth, thuᑭ, ku thieek, PO Box 15188, City East, Qld 4002

Yi n awic ran ye kōc war thook rin bi yi kony kēnē athor kēnē, yin liem ba telepun yuob tēnē ran luᑭ ye kōc war thook ne 13 14 50 ku thiec keek rin bik makteb miith ci dhieth gat piny yuob ne 1300 366 430.

## For more information

For more information or help with completing this application:

- telephone 1300 366 430, international callers +61 7 3404 3343
- email [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au) (Applications and supporting documentation cannot be emailed) or visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au)
- write to the Registry of Births, Deaths and Marriages  
PO Box 15188  
CITY EAST QLD 4002
- visit the Registry of Births, Deaths and Marriages at  
110 George St, Brisbane, Queensland.