

Instructions for completing

Form 19 – Application to register as a Civil Partnership Notary

Civil Partnerships Act 2011 (Section 20)

Important Information

This form can be used to apply to the Registrar of Births, Deaths and Marriages (the Registrar) to register as a Civil Partnership Notary. The application and all accompanying documentation will be used to assess your suitability for registration as a Civil Partnership Notary.

If your registration as a Civil Partnership Notary is approved, your details will be made available in the Register of Civil Partnership Notaries. If not registered, the decision is an appealable decision that may be reviewed by the Queensland Civil and Administrative Tribunal (QCAT).

Applicants should be aware of their responsibilities under the *Civil Partnerships Act 2011*. You can view or download the Act from www.legislation.qld.gov.au.

Applicants must have the knowledge, skills or experience necessary to exercise the functions of a Civil Partnership Notary.

Applicants must be a suitable person to be registered as a Civil Partnership Notary.

In deciding whether a person is suitable to be registered as a Civil Partnership Notary, the Registrar must have regard to the following:

- Whether the person has been convicted in Australia of an offence punishable by imprisonment for one year or more.
- Whether the person has been convicted outside Australia of an offence that, if it had been committed in Queensland, would have been punishable by imprisonment for one year or more.
- Whether the person has been convicted of an offence against this Act.
- Whether the person is or has been an undischarged bankrupt, has executed a personal insolvency agreement or has otherwise applied to take the benefit of any law for the relief of bankrupt or insolvent debtors.

Instructions for Completion

- If completing this form by hand please print clearly and use a blue or black pen only.
- The Registrar will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a blue or black pen and substitute information must be clear and all parties must initial in the margin. Do not use white out or correction fluid/tape.
- Applicants must be aged 18 years or over.
- If lodging the application by post, you must have all identification documents certified as true copies of the originals by a Solicitor or Justice of the Peace.
- If lodging the application in person, you must supply original identification documents.

How to make payment

Payment can be made by the following options: (1) Cheque or money order; (2) Credit card (Mastercard or Visa); (3) Cash (in person only).

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

Form 19 (Version 1)

Application to register as a Civil Partnership Notary

Effective as of 2/04/2012

*Births, Deaths and Marriages Registration Act 2003**Births, Deaths and Marriages Registration Regulation 2003**Civil Partnerships Act 2011 (Section 20)*

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 applicant

Application type	<input type="checkbox"/> New <input type="checkbox"/> Renewal
Civil Partnership Notary registration number <i>(renewals only)</i>	
Surname <i>(as it appears on your proof of identity documents)</i>	
First name(s) <i>(as it appears on your proof of identity documents)</i>	
Date of birth	DD / MM / YYYY
Residential address <i>(including postcode)</i>	
Postal address <i>(including postcode)</i>	
Telephone number	
Email address <i>(if applicable)</i>	

2. Qualifications, skills or experience in support of your application

Please use a separate attachment and/or supporting documentation if space is limited.

Qualifications – Please provide details and copies of certificates awarded to you that may be able to demonstrate your competency to undertake the functions and responsibilities of a Civil Partnership Notary.

Skills – Please provide details of your ability to liaise and communicate the requirements of the Civil Partnerships Act 2011 to persons considering entering into a civil partnership.

Experience – Please provide details of any other experience you may have in support of your application.

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3. Describe any business interests or possible conflicts of interest that may make you unsuitable for registration as a Civil Partnership Notary. *(This question is being asked to determine whether there may be any potential or actual conflicts of interest that may arise if registered as a Civil Partnership Notary. These may be related to your current occupation or associations you may be affiliated with).*

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4. Please provide two references from persons over the age of 18 years that are not a member of your family, and address the following

Reference 1

<input type="checkbox"/> Included	The nature and length of time the referee has known you.
<input type="checkbox"/> Included	The referee's knowledge of your personal and professional capacity to undertake the responsibility of performing civil partnership ceremonies.
<input type="checkbox"/> Included	The referee's knowledge of any personal or professional standards or qualities that may support your application to be registered as a Civil Partnership Notary.

Reference 2

<input type="checkbox"/> Included	The nature and length of time the referee has known you.
<input type="checkbox"/> Included	The referee's knowledge of your personal and professional capacity to undertake the responsibility of performing civil partnership ceremonies.
<input type="checkbox"/> Included	The referee's knowledge of any personal or professional standards or qualities that may support your application to be registered as a Civil Partnership Notary.

5. Details of convictions, offences and bankruptcy *(tick if any apply)*

<input type="checkbox"/> I have	been convicted, or found guilty, in Australia of an offence punishable by imprisonment for 1 year or more.
<input type="checkbox"/> I have	been convicted, or found guilty, outside of Australia of an offence that, if it had been committed in Queensland, would have been punishable by imprisonment for 1 year or more.
<input type="checkbox"/> I have	been convicted, or found guilty, of an offence against the <i>Civil Partnerships Act 2011</i> .
<input type="checkbox"/> I have	been an undischarged bankrupt, executed a personal insolvency agreement or otherwise applied to take the benefit of any law for the relief of bankrupt or insolvent debtors.

If you indicate 'I have', you must provide supplementary information

6. Statutory declaration by applicant to register as a Civil Partnership Notary

I (name of applicant)	
Of (address)	
Declare that: <ul style="list-style-type: none"> I will conduct myself in accordance with the guidelines of being a Civil Partnership Notary. I will undertake any personal and professional development that may be required. I will notify the Registrar in writing of any changes to my details supplied on this form within 14 days. That all information supplied on this form and any attachments in support of this application are true, to the best of my knowledge, in every particular. 	
I understand by signing this form that I am authorising the Registry to undertake the necessary criminal history , financial and referee checks	
Signature of applicant	DD / MM / YYYY
Declared at (place)	
Before me, (full name of witness)	
Of (address of witness)	
Qualification of witness (Justice of the Peace, Solicitor, BDM Qld Authorised Officer)	
Signature of witness:	DD / MM / YYYY

7. Payment details (*Your credit card will be charged according to current fees)

a) I have enclosed a cheque or money order payable to the Registry of Births, Deaths and Marriages for	\$
b) Debit my credit card*	\$ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Expiry date MM / YY
Card number	____ / ____ / ____ / ____
Name on card	Signature of cardholder

Proof of identity requirements

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).

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, Magistrates Courts or Queensland Government Agent Program (QGAP) Offices, client service officers are able to sight original proof of identity documents submitted in support of an application.

Table 1: Proof of identity document

Proof of Identity documents are to be in the English language otherwise these 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.

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 (not from this agency) <input type="checkbox"/> Driver licence or vehicle registration renewal notice for coming period <input type="checkbox"/> Official correspondence from Government Service Providers (not from this agency)

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 Civil Partnerships Act 2011. It is used for the purposes of the Act which includes 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.

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 loḡ ye thiec tēnē yin rin ba kol dhieth menhdu gat piny. Wēēk kōc dhieth eben leu luoi ke bak athor dhieth kēnē thioḡ yic ne brochure kēnē ku tooc tēnē makteb dhieth, thuḡu, 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 luoi 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 (Applications and supporting documentation cannot be emailed) or visit 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.