

## Instructions for completing

# Form 18b Notice of declaration of a civil partnership

*Civil Partnerships Act 2011*

*Births Deaths and Marriages Registration Act 2003* (Section 25B)

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.

If you have not lodged the Notice of Intention to enter into a Civil Partnership with the Registry of Births, Deaths and Marriages (the Registry) or a Civil Partnership Notary this notice cannot be accepted.

### Purpose of this Form

This notice is used by a Civil Partnership Notary on the day of the declaration ceremony to notify the Registry of Births, Deaths and Marriages of the completion of a declaration ceremony.

Once this completed form is received by the Registry, the civil partnership will be registered and a certificate will be available for purchase.

### Important Information

- Civil Partnership Notaries and proposed civil partners must be aware of their responsibilities under the *Civil Partnerships Act 2011*.
- The Civil Partnership Notary will be responsible for lodgement of this form to the Registry not later than two (2) weeks after the declaration ceremony.
- If you wish to order a civil partnership certificate once the registration has been finalised refer to the website below.
- You must provide at least one (1) witness over 18 years of age to be present at your declaration ceremony. This witness must provide proof of age.

### General Information

- The Registry will not accept this notice if it is not completed in full.
- 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

#### Lodge completed form in person or post to the Registrar

Registrar, Registry of Births, Deaths and Marriages,  
110 George Street, Brisbane QLD 4000 or PO Box 15188,  
City East QLD 4002

**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 18b (Version 1)

# Notice of declaration of 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*

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 declaration ceremony

Date of declaration ceremony	DD / MM / YYYY
Exact place of declaration ceremony <i>(Street, City/Town)</i>	

## 2. Details of partners

	Partner 1	Partner 2
Surname		
First name/s		
Residential address including state/territory <i>(one of the partners must reside in Queensland)</i>		
Place of birth <i>(City/Town, State or Territory, Country)</i>		
Sex		
Date of birth	DD / MM / YYYY	DD / MM / YYYY

## 3. Witness/es to the declaration ceremony *(at least one (1) witness is required)*

Witness 1		
Declared at <i>(place)</i>		on DD / MM / YYYY
Before me, <i>(full name of witness)</i>		
Of <i>(address of witness)</i>		
Signature <i>(of witness)</i>		

Witness 2 <i>(Optional)</i>		
Declared at <i>(place)</i>		on DD / MM / YYYY
Before me, <i>(full name of witness)</i>		
Of <i>(address of witness)</i>		
Signature <i>(of witness)</i>		

#### 4. Declarations by civil partners (each declaration must be completed and signed by Partner 1 and Partner 2)

	Partner 1	Partner 2
I, <small>(full name)</small>		
Of <small>(address)</small>		
	I hereby solemnly declare that I have made a declaration on the abovementioned date that I am entering a civil partnership and I acknowledge that I am freely entering into a civil partnership with  ..... <small>(full name of partner 2)</small>	I hereby solemnly declare that I have made a declaration on the abovementioned date that I am entering a civil partnership and I acknowledge that I am freely entering into a civil partnership with  ..... <small>(full name of partner 1)</small>
Signature		

#### 5. Details of Civil Partnership Notary

I hereby certify that I have sighted both partners' proof of residency and proof of identification documents and have verified their identity	
Full name	
Registration number	
Signature <small>(of Civil Partnership Notary)</small>	

#### 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 includes registering civil partnerships in Queensland.

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，请拨打“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 Panitia 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 Panitia di 1300 366 430.

### JIËŃ

Yen ee loŋ ye thiec tēnē yin rin ba kol dhieth menhdu gat piny. Wëëk kɔc dhieth eben leu luɔi ke bak athor dhieth kēnē thiog yic ne brochure kēnē ku tooc tēnē makteb dhieth, thuɔu, ku thieek, PO Box 15188, City East, Qld 4002

Yi n awic ran ye kɔc war thook rin bi yi kony kēnē athor kēnē, yin liem ba telepun yuob tēnē ran luɔi ye kɔc 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.