

(Version 1)

Civil partnership certificate application

Effective as of 23/02/2012

Births, Deaths and Marriages Registration Act 2003

Births, Deaths and Marriages Registration Regulations 2003

Civil Partnerships Act 2011

Office use only

Date:

Payment Amount:

BDM POS Receipt No.:

BDM CORRES Receipt No.:

1. Type

Certified copy	<input type="checkbox"/> (indicate quantity) _____	
Commemorative package	<input type="checkbox"/> (indicate quantity) _____	Specify design _____

2. Applicant's details

Your relationship to the person named on the certificate (tick option)	<input type="checkbox"/> Yourself <input type="checkbox"/> Other (please specify) _____		
Reason certificate is required			
Surname		Signature of applicant	
First Name/s			
Current residential address (street, suburb, state and country)			Postcode
Telephone number		Mobile number	
Date of application	DD / MM / YYYY	Email	

The personal information on this form is collected by the Registry of Births, Deaths and Marriages for the purpose of providing services and undertaking related activities. Only authorised persons will have access to this information. Your details will not be disclosed to a third party without your consent unless the disclosure is authorised by law.

3. Postal details (Non standard mail services will incur additional fees—visit www.justice.qld.gov.au/bdm to view fees)

First names Mr/Mrs/Dr/Ms/Miss		Surname	
Postal address (include country only if not Australia)			Postcode

4. Civil partnership details

	Partner 1	Partner 2
Surname (as appears on your proof of information document)		
First Name/s (as appears on your proof of information document)		
Date of Birth	DD / MM / YYYY	DD / MM / YYYY
Date of Declaration/Registration	DD / MM / YYYY	
Place of Declaration/Registration		

5. Payment details (*Your credit card will be charged according to current fees and your selections above)

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

Submission options

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

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).

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

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"/> Driver licence or vehicle registration renewal notice for coming period <input type="checkbox"/> 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 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.

Privacy statement

All items marked with an asterick (*) 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**.