

Office use only

Entry number

Date copy produced

No record of marriage in Queensland application

Births, Deaths and Marriages Registration Act 2003

Proof of identity is required with submission of this form. Please read the requirements on page 3.
Please print clearly using **BLOCK LETTERS**.

1. Priority (Tick one option)

Urgent	<input type="checkbox"/> (attracts additional fee — visit www.justice.qld.gov.au/bdm for fees)
Non-urgent	<input type="checkbox"/> (no additional fee)

2. Applicant's details (Proof of identity required refer to page 3)

First names	Mr/Mrs/Dr/Ms/Miss		
Surname			
Signature of applicant			
Current residential address (Street, suburb, state and country)			Postcode
Date of application	DD / MM / YYYY		
Telephone Daytime number		After hours number	
Mobile number		Email	

3. Postal details (Print name and postal address of person to whom the certificate/s is to be posted)

First names	Mr/Mrs/Dr/Ms/Miss		
Surname			
Postal address (Include state and country)			Postcode
Type of post (Tick one option)	<input type="checkbox"/> Regular post (no charge)	<input type="checkbox"/> Express post	<input type="checkbox"/> Registered post
	<input type="checkbox"/> International post	<input type="checkbox"/> International registered post	

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.

Page 1 of 4

4. Marriage search details

If this application relates to a person other than yourself, written authority and identification from the person concerned is required. Refer to Proof of identity requirements on page 3 and the Certificate Access Policy.

First names	Mr/Mrs/Dr/Ms/Miss			
Surname				
Date of birth	DD / MM / YYYY	Sex		
Place of birth				
Years to be searched (eg 10/01/1999 to 10/01/2003)	from	DD / MM / YYYY	to	DD / MM / YYYY
Has the person/applicant been married before?	<input type="checkbox"/> Yes (please forward a photocopy of the death or divorce document)			
	<input type="checkbox"/> No			
Your relationship to the person				
Reason certificate is required				

5. Payment details

a) I have enclosed a cheque or money order payable to the Registry of Births, Deaths and Marriages for	\$				
or					
b) Debit my credit card*	\$	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Expiry	MM / YY
Card number	_____ / _____ / _____ / _____				
Name of bank/credit union					
Name on card					
Signature of cardholder					
Is a receipt required?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please note all prices are subject to change. Applications will be kept on file for 12 months. If no action has been taken by the applicant within that time to address requests from the registry, it will be presumed that the application is no longer required. * Credit cards may not be accepted at courthouses and cannot be used over the telephone. The registry reserves the right to contact applicants where credit card details are incorrect or incomplete.					

6. Submission options

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

For further information visit www.justice.qld.gov.au or phone 1300 366 430, international callers +61 7 3247 5811.

Important information

Once issued, the No record of marriage document cannot be emailed or faxed for security reasons.

If a foreign country is involved in the application, you should check whether the foreign country requires an Apostille stamp to be affixed to the document. If an Apostille stamp is required, you should send the document to: Department of Foreign Affairs, Legalisation Section, GPO Box 879, Brisbane Qld 4001. The Department of Foreign Affairs may also be contacted at dfatbris@dfat.gov.au.

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).

Table 1: Proof of identity document

List 1	List 2	List 3
<input type="checkbox"/> Current Australian photo driver's 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"/> Over 18's ID 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 the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the original documents.

The Registrar-General's discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar-General 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, 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.

For more information

For more information or help with completing this application:

- telephone **1300 366 430**, international callers **+61 7 3247 5811**
- 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
or
visit your local Queensland Magistrates Court or Queensland
Government Agency Provider (QGAP).

www.justice.qld.gov.au



**Queensland
Government**