



If you require access to a translation or interpreter service to complete this form, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.

# Application for a Victorian Marriage Certificate

## PART ONE – Your details

### 1. Which certificate do you require?

- Standard Marriage Certificate  
 Historical Certificate  
 Uncertified (historical) image

### 2. Family name (surname)

### 3. Given names

### 4. Residential address

#### a) Street no. and name

#### b) Suburb/Town

c) State

d) Postcode

### 5. Postal address (if different to above)

#### a) Street no. and name

#### b) Suburb/Town

c) State

d) Postcode

### 6. Daytime telephone number

### 7. Email address

### 8. Whose certificate are you applying for?

- My own  Someone else's – please specify  
(e.g. mother, father, daughter)

### 9. Reason certificate is required

(e.g. passport, driver licence)

## PART TWO – Marriage details

### 10. Bride's family name (surname) at time of marriage

### 11. Bride's given names

### 12. Groom's family name (surname)

### 13. Groom's given names

### 14. Place of marriage

#### a) Suburb/Town

b) State

c) Postcode

### 15. Date of marriage

Or if unsure, please estimate date of marriage

From

To

### 16. Registration number (if known)

## Celebrant's details (if known)

### 17. Celebrant's family name (surname)

### 18. Celebrant's given name

## Note

- You must provide proof of your identity if the marriage occurred within the last 60 years or either person is still living.
- If applying for a historical certificate or uncertified image, you do not have to provide proof of identity.
- For further information about access to records refer to the Registry's Access Policy at [bdm.vic.gov.au](http://bdm.vic.gov.au)

## 19. Whose certificate are you applying for?

## 19.1 My own marriage certificate

- You must submit your own identity documents, one from each list on page 3.

## 19.2 Someone else's marriage certificate

 You must submit:

- identity documents of your own, one from each list on page 3; and
- a letter from one of the parties to the marriage which authorises you to access the marriage record. The letter must include the authorising person's address, daytime telephone number and signature; and
- identity documents of the person giving you authority to access the marriage record, one from each list on page 3.

## PART FOUR – Certificate payment

## 20. I wish to order the following:

Proof of identity required	Price*	Subtotal
Standard Marriage Certificate	\$31.00	\$ .
<b>Proof of identity NOT required</b>		
Certificate	\$31.00	\$ .
Uncertified (historical) image – <i>You must provide a registration number at Q.16 or the fee for a standard death certificate applies.#</i>	\$24.00	\$ .
<b>Select ONE delivery method – go to <a href="http://auspost.com.au">auspost.com.au</a> for details</b>		
<b>Australia</b>		
Standard Post	\$1.00	\$ .
Registered Mail (Standard)	\$6.65	\$ .
Express Post	\$7.10	\$ .
<b>Outside Australia</b>		
Airmail	\$3.00	\$ .
Express post international	\$17.10	\$ .
Express courier international	\$50.00	\$ .
<b>Total</b>		<b>\$ .</b>

\* All prices on this form are subject to change. Current fees may be confirmed at [bdm.vic.gov.au/fees](http://bdm.vic.gov.au/fees)

# You can search the historical indexes for a registration number at [bdm.vic.gov.au](http://bdm.vic.gov.au)

## 21. How do you wish to pay?

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- If paying by credit card, please complete the Credit Card Payment Slip on page 3.

Credit card    EFTPOS card    Bank cheque    Money order

## PART FIVE – Declaration

## 22. I certify that I have read and understood the declaration below:

I declare that all statements made in this application are true and correct. I understand that this application remains the property of the State of Victoria and that some or all of the information provided, including documents submitted as proof of identity, may be disclosed to and/or verified with other persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. I understand that it is an offence to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

Signature

Date

Go to Page 4 for lodgement instructions.

**You need to provide one document from each list****LIST 1 Evidence of link between photo and signature**

- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

**LIST 2 Evidence of operating in the community**

- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate issued by the Victorian Registry
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans' Affairs card
- Working with Children Check card

**LIST 3 Evidence of current residential address**

- Australian driver licence (or learner permit)
- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque accounts)
- Current lease or tenancy agreement
- Superannuation fund statement

**All applicants please note:**

- All documents must be current
- If you cannot provide an identity document from List 1 you must provide two from List 2 and one from List 3
- Your List 3 document must show your current residential address
- A List 1 document can also be used as a List 3 document if it shows your current residential address
- Bank statements, utility accounts, rates notices or superannuation fund statements must have been issued within the last 12 months
- If you submit printed online bank, superannuation or utility statements they must contain an official company letterhead or be stamped and approved by the bank, superannuation fund or utility company.

**Under 18 years?**

If you are unable to submit all three identity documents, a List 2 document can be a:

- Medicare card showing your name
- Current school report card or exam certificate.

**Certifying and submitting your documents****How to certify your identity documents**

1. Make a photocopy of each identity document. Make sure the document from List 3 shows the current residential address.
2. Take your original documents and the photocopies to a police station and ask either a sworn member of police or a Justice of the Peace located in the station to certify them.

**Submitting in person?**

If you are attending the Registry's Customer Service Centre, bring the original identity documents with you. If you are submitting your application at a Justice Service Centre (JSC), bring both the original documents and photocopies of the original documents so that they can be certified. To find your nearest JSC, visit [bdm.vic.gov.au/jsc](http://bdm.vic.gov.au/jsc)

**Submitting by mail?**

You must mail certified photocopies of each identity document.

**Note**

- Do not send original identity documents by mail. These can only be used if you submit your identity documents in person.
- The Registry does not accept identity documents sent via fax or email.
- The Registry does not accept photocopies of identity documents that are expired, uncertified or certified incorrectly.
- Failure to correctly submit your proof of identity documents will delay your application.

**Applying from outside Victoria?**

If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

**Applying from outside Australia?**

If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence.

You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.

If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

**If you are unable to meet these requirements please contact the Registry via [bdm.vic.gov.au](http://bdm.vic.gov.au)**

**Credit Card Payment Slip**

Card type

Visa

MasterCard

Total \$

Name on card

Card number

Expiry date

Signature of cardholder

Submit your form, payment, proof of identity (if required) and any supporting documents:

**By mail**

Victorian Registry of Births, Deaths and Marriages  
GPO Box 5220, Melbourne VIC 3001

**In person**

Victorian Registry of Births, Deaths and Marriages Customer Service Centre  
Ground floor, 595 Collins St, Melbourne  
For opening hours go to [bdm.vic.gov.au](http://bdm.vic.gov.au)

or Justice Service Centre (JSC).  
To find your nearest JSC go to [bdm.vic.gov.au/jsc](http://bdm.vic.gov.au/jsc)

## Checklist

- I have stated the reason I require the certificate at Q.9.
- I have supplied identity documents from all three lists at Part 3 (unless applying for a historical certificate or uncertified image).
- I have signed the declaration at Part 5.
- I have had photocopies of my proof of identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

**If applying for a certificate of someone else other than my own:**

- I have supplied the required proof of identity documents both for myself and the person whose certificate I am applying for as specified in Q.19.2.
- I have supplied the required authority and documents as specified in Q.19.2.

## FAQs

**I was married in Victoria. Can I use the certificate we received on our wedding day as proof of my new family name (surname) to update my passport or driver licence?**

No. You will usually need a standard marriage certificate issued by the Registry as proof of marriage and your new family name.

**I was married overseas. Can I use my marriage certificate as proof of my new family name (surname)?**

To prove you have a new family name you may need to apply to register a name change with the Victorian Registry of Births, Deaths and Marriages.

**I was married outside of Victoria. Which certificate do I need as proof of my new family name (surname) to update my passport or driver licence?**

You will usually need a standard marriage certificate issued by the registry of the state or territory you were married in.

**Note.** It is best to check the requirements of the authority requesting your identification documents before you order a certificate.

## Privacy

In line with the *Privacy and Data Protection Act 2014*, the Registry is collecting information in this form to determine your eligibility to obtain therequested certificate and to prevent fraud. A copy of the Registry's Privacy Policy is available at [bdm.vic.gov.au](http://bdm.vic.gov.au)

If you do not provide all of the information requested, particularly that relating to the reason the document is required and your relationship to the registered person, then you may not be provided with a certified copy of the certificate.

**Victorian Registry of Births, Deaths and Marriages**

[bdm.vic.gov.au](http://bdm.vic.gov.au)

**Application enquiries** [vicbdm@justice.vic.gov.au](mailto:vicbdm@justice.vic.gov.au)

**General enquiries** 1300 369 367



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Deaths  
Marriages**  
VICTORIA

