

Application to register a domestic relationship

Eligibility

To apply to register a domestic relationship:

- both parties must be 18 years of age or older and be in a registrable domestic relationship
- both parties must prove that they are ordinarily resident in Victoria
- neither party can be:
 - married
 - in another registered relationship
 - in another relationship registrable in Victoria.

Registration of a relationship

Registration

Domestic relationships cannot be registered earlier than 28 days after the date you lodge a complete application. Incomplete or incorrect applications may take longer or be refused.

Withdrawal

You and/or your partner may apply to withdraw your application to register a relationship within 28 days of the lodgement date.

You can obtain the withdrawal form and further information at www.bdm.vic.gov.au

Why should I register my domestic relationship?

Registering your relationship entitles you to a standard relationship certificate. This in turn provides immediate recognition of you and your partner's relationship, which may make it easier for you to access your legal rights without having to repeatedly prove your relationship in court or to different agencies.

Fees and certificates

Application fee

A fee of \$188.20 must be paid when submitting this form. This fee is non-refundable.

Standard certificate fee

A fee of \$27.80 is payable if you wish to buy a standard relationship certificate. This may be used as proof of the relationship for legal and other official purposes.

Commemorative certificate fee

A fee of \$45.00 is payable if you wish to buy a commemorative relationship certificate. This certificate is not a recognised proof of relationship document and is for decorative purposes only.

Note. Fees listed on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au

Privacy and disclosure of information

The Registrar of the Victorian Registry of Births, Deaths and Marriages is responsible for the administration of registers under the *Relationships Act 2008*.

The information requested on this form is collected under the provisions of this Act and forms the basis for the registration. Information shown on a relationship certificate will be based on the information you provide.

Some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the Act or the Registry's Access Policy. Further information about privacy, disclosure of data, the Registry's Access Policy and how to correct a record is available at www.bdm.vic.gov.au

Instructions for completing this form

- Write clearly using blue or black ink and BLOCK letters.
- To make a change on this form cross out the mistake and initial the change.
- Keep each number, letter or X within the boxes, for example:

Correct ✓

S A M P L E

Incorrect ✗

S A M P L E

- Press firmly when writing.
- Do not use correction fluid or tape.
- Leave answer boxes blank where you have no response or data to enter, for example:

Correct ✓

Incorrect ✗

- - -

Recognising significant life events

Applicant one

1. Title Mr Ms Miss Mrs - Other

2. Surname (family name)

3. Given name(s)

4. Date of birth DD / MM / YYYY

5. Sex Male Female

6. Place of birth
 a) Suburb/Town
 b) State

c) Country (if born outside Australia)

7. Residential address
 a) Street no. and name

b) Suburb/Town
 c) State d) Postcode

8. Daytime phone number

9. Email address

10. Occupation
 Note
 • Current occupation or last occupation held before submitting application (e.g. accountant, mechanic, doctor, home duties, teacher or unemployed).
 • This information appears on a relationship certificate.

11. Parents' details
 a) Mother's surname

b) Mother's surname at birth

c) Mother's given name(s)

d) Father's surname

e) Father's given name(s)

12. Have you been married or been in a Victorian registered domestic relationship?

Yes - You must attach evidence that you are no longer married or in a Victorian registered domestic relationship (e.g. divorce certificate, decree absolute, nullity order, relationship revocation certificate or the death certificate of your spouse). No

Applicant two

13. Title Mr Ms Miss Mrs - Other

14. Surname (family name)

15. Given name(s)

16. Date of birth DD / MM / YYYY

17. Sex Male Female

18. Place of birth
 a) Suburb/Town
 b) State

c) Country (if born outside Australia)

19. Residential address
 a) Street no. and name

b) Suburb/Town
 c) State d) Postcode

20. Daytime phone number

21. Email address

22. Occupation
 Note
 • Current occupation or last occupation held before submitting application (e.g. accountant, mechanic, doctor, home duties, teacher or unemployed).
 • This information appears on a relationship certificate.

23. Parents' details
 a) Mother's surname

b) Mother's surname at birth

Note

- The dates below will only appear on a commemorative relationship certificate.
- Supplying these dates is optional.
- You must supply both dates if they are to appear on the commemorative relationship certificate.

26. Nominate the date you agree your relationship began

Note. This date appears on a commemorative relationship certificate as 'Date of commitment'.

27. Nominate the date you will celebrate (or have celebrated) your relationship

Note. This date appears on a commemorative relationship certificate as 'Date of celebration'.

OR

Use the date the relationship will be registered.

PART FOUR - Declaration

28. Declaration

I declare that all statements made in this application are true and correct;

I consent to this relationship being registered;

I am ordinarily resident in Victoria;

I am not married or in a Victorian registered relationship;

I am not in another relationship that can be registered under part 2.2 of the *Relationships Act 2008*;

I understand that this form remains the property of the State of Victoria and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the *Relationships Act 2008* or the Registry's Access Policy; and

I understand that it is an offence under section 29 of the *Relationships Act 2008* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply.

I certify that I have read and understood the declaration above:

Note

- Both applicants must sign the declaration in the presence of a qualified witness.
- A witness must be a Registry staff member or a person qualified under the *Evidence Act 1958* (e.g. a sworn member of police, pharmacist or Justice of the Peace).
- One person may be the witness for both applicants.

a) Applicant one signature

b) Witness signature

c) Date

d) Applicant two signature

e) Witness signature

f) Date

Witness details

29. Surname (family name)

30. Given name(s)

31. Address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

32. Daytime phone number

33. Qualifications of witness (e.g. a sworn member of police, Registry staff member, pharmacist or Justice of the Peace.)

Witness details (if different)

34. Surname (family name)

35. Given name(s)

36. Address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

37. Daytime phone number

38. Qualifications of witness (e.g. a sworn member of police, Registry staff member, pharmacist or Justice of the Peace.)

Application fee

An application fee of \$188.20 must be paid when you submit this form. This fee is non-refundable and does not include a certificate.

Standard relationship certificate

The fee for a standard relationship certificate is \$27.80. A standard relationship certificate can be issued by the Victorian Registry of Births, Deaths and Marriages once a relationship has been registered.

Note. A standard certificate may be used as proof of the relationship for legal and other official purposes.

Commemorative relationship certificates

The fee for a commemorative relationship certificate is \$45.00. These certificates help preserve your special event in style. They are printed on archival quality paper and fit a standard frame size of 280mm x 355mm (11" x 14").

Note. A commemorative relationship certificate is not a recognised proof of relationship document.

Special offer

Order one or more commemorative relationship certificates when registering your relationship and receive one standard relationship certificate at no extra cost.



Calligraphy



Eternity

39. I/we wish to submit the following payment:

	Price*	Quantity	Subtotal
Application fee (excludes a certificate)	\$188.20		\$188.20
Certificates			
Commemorative relationship certificate – Calligraphy #	\$45.00 #		
Commemorative relationship certificate – Eternity #	\$45.00 #		
Standard relationship certificate	\$27.80		
Postage options (standard post is included)			
Registered Post (recommended)	\$4.50		
OR			
Express post (standard relationship certificate only)	\$5.00		
Total			\$.

* All prices listed on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au

Price includes one standard relationship certificate.

40. How do you wish to pay?

Note. Make cheques and money orders payable to Registry of Births, Deaths and Marriages.

Cheque
 Money order
 Visa
 MasterCard
 Amex
 Cash (in person only)
 Total \$.

Name on card

Card number Expiry date / /

Signature of cardholder

41. Please mail my relationship certificate to:

Applicant one (as per Question 7) OR
 Applicant two (as per Question 19)

Other - Provide details below

a) Name
 b) Street number and name
 c) Suburb/Town
 d) State
 e) Postcode

PART SIX - Lodgement

Submit your completed form, application fee and certificate payment (if applicable):

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 4332
Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins St, Melbourne
(8.30am – 4.30pm, Monday to Friday, except public holidays)

Office Use Only

Reg No. _____
Reg Type _____
Reg Officer No. _____
POS No. _____
Date Received _____

Checklist

Both applicants have:

- provided proof that we have continually resided in Victoria for at least the last 12 months.
- provided the required documents if either or both have been married or been in an Victorian registered domestic relationship.
- supplied the required proof of identity documents.
- signed the declaration in the presence of a qualified witness.
- included the required application payment.
- included payment for any certificates ordered.
- initialled any changes made on the form.

FAQs

Can the registration process be fast-tracked?

No. By law the earliest your relationship can be registered is 28 days after the date of application.

Can one person register a relationship?

No. To register a relationship, both parties in the relationship must complete the domestic relationship registration form and provide the required proof of identity documents.

We haven't been living in Victoria for the last 12 months. When can we register our relationship?

To be eligible to register your relationship you must be ordinarily resident in Victoria. To establish this, we request that you provide evidence that you and your partner have been living here for at least the last 12 months. Each application is assessed on its merit.

Is relationship registration only open to same sex couples?

No. Both same-sex and heterosexual de facto couples may register their relationship, as long as they meet the eligibility requirements.

Will this relationship be recognised outside Victoria?

The registration of a relationship is provided by the *Relationships Act 2008* of Victoria and provides formal recognition of your relationship and the security of knowing that your commitment to each other is recognised and respected in Victoria. Outside the state of Victoria, how a registration is interpreted is at the discretion of the organisation you present the certificate to.

Can I register my current relationship if I have been divorced or widowed?

Yes. You will need to provide evidence that you are no longer married, such as a divorce certificate, decree of nullity, or your spouse's death certificate.

Will registering our relationship support my visa application?

It is best to check with the Department of Immigration and Citizenship (DIAC) about their requirements. Contact DIAC on 131 881.



If you require access to a translation or interpreter service, 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.

ADR201103

Victorian Registry of Births, Deaths and Marriages

Postal address GPO Box 4332, Melbourne VIC 3001

General enquiries 1300 369 367 (8.30am - 4.30pm, Monday to Friday, except public holidays)

Website www.bdm.vic.gov.au

