

A NSW Single Status Certificate may be required if you intend to be married overseas or if you are returning to your country of residence to be married. You may use the Single Status Certificate to show that you are not currently married in NSW.

Certificate entitlement

If you are applying for your own certificate, you must provide:

- Three forms of your own ID (see below).

If you are applying for a certificate on behalf of another person, you must provide:

- A Letter of Authority (available at: www.bdm.nsw.gov.au) giving permission from the person named on the certificate. Please include their address, phone number and signature.
- Three forms of ID from the person giving permission (see below).
- Three forms of your own ID (see below).

Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1

- If born in Australia:**
- An Australian birth certificate
- Record of immigration status:**
- Citizenship certificate
 - New Zealand citizenship certificate
 - New Zealand birth certificate

Category 3

- Medicare card
- Credit or debit card
- Centrelink or Department of Veterans Affairs card
- Security guard/ Crowd control licence
- Tertiary education institution ID card

Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

Category 4

- Recent utility account with current residential address (issued within last three months)

Your right to privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. Please read the policy on our website: **Your Right to Privacy**.

Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, law enforcement agencies, Department of Foreign Affairs and Trade, Department of Immigration and Border Protection, and motor vehicle or driver licensing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the National Document Verification Service (DVS).

What is a Single Status Search?

This search checks if you were legally married in NSW from the age of 16 to the present date. If you were previously married, the search starts from the end of that marriage. If you arrived in Australia after you turned 16, and have not married, the search starts from your date of arrival.

Lodging by post

GPO Box 30, SYDNEY NSW 2001

www.bdm.nsw.gov.au

View fees & processing times

Lodging in person

Registry office locations
Monday to Friday 8am–4:30pm

- 35 Regent St, Chippendale
- 160 Marsden St, Parramatta

Service NSW Service Centre
www.service.nsw.gov.au

Phone: 13 77 88

Service NSW
Monday to Friday 7am–7pm

- NRS 1300 555 727 (Speech/Hearing impaired)
- TIS 131 450 (Translating & interpreting service)

NSW Single Status Certificate Application



**Registry of Births
Deaths & Marriages**

Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee.

PRINT clearly in BLACK pen and complete all details.

Do you require Priority processing of your application? Yes Fee applies, see separate 'Fees for Products and Services' flyer.

International Registered Post

Reason certificate is required
(e.g. marriage overseas)

Your relationship to the registered person
(e.g. self, parent, guardian)

APPLICANT'S DETAILS (details of person completing this form). Please provide copies of three forms of current identification with your application.

Family name	<input type="text"/>		
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>
Company name <small>(If applicable)</small>	<input type="text"/>	Company reference number <small>(If applicable)</small>	<input type="text"/>
Address	<input type="text"/>		Suburb/Town/City <input type="text"/>
State/Territory	<input type="text"/>	Postcode <input type="text"/>	Country <input type="text"/>
Delivery address <small>(If different from above)</small>	<input type="text"/>		Suburb/Town/City <input type="text"/>
State/Territory	<input type="text"/>	Postcode <input type="text"/>	Country <input type="text"/>
Contact number	<input type="text"/>	Email address	<input type="text"/>
Signature of applicant	<input type="text" value="X"/>		

I certify that I understand the provisions overpage on **Identification, Privacy & Disclosure** and that the information I have provided is true and correct.

DETAILS OF SEARCH REQUIRED

Date of birth	<input type="text"/>	Sex Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Age at present	<input type="text"/>
<small>('Other' refers to indeterminate/intersex/unspecified)</small>				
Place of birth	<input type="text"/>			
Country	<input type="text"/>	Suburb/Town/City	<input type="text"/>	State/Territory <input type="text"/>
Date of arrival in Australia	<input type="text"/>	If previously married, date of divorce/death of spouse	<input type="text"/>	
Period to be searched: <small>(Note, each extra 10 year search or part thereof incurs a cost)</small>	From	<input type="text"/>	To	<input type="text"/>
Family name	<input type="text"/>	Family name at birth	<input type="text"/>	
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>	
Parent 1 details	<input type="text"/>			
Family name <small>(current)</small>	<input type="text"/>	Family name at birth	<input type="text"/>	
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>	
Parent 2 details	<input type="text"/>			
Family name <small>(current)</small>	<input type="text"/>	Family name at birth	<input type="text"/>	
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>	

PAYMENT DETAILS (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Total Amount \$	<input type="text"/>	Please debit my: AMEX <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	OR Enclosed is a cheque*/money order <input type="checkbox"/>
Card number	<input type="text"/>	<small>*Cheques payable to NSW Registry of Births Deaths & Marriages (non Priority only)</small>	
Name of cardholder	<input type="text"/>	Expiry date	<input type="text"/>
Signature of cardholder	<input type="text" value="X"/>		

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.