

Commonwealth of Australia

Marriage Act 1961

APPLICATION FOR REGISTRATION AS A MARRIAGE CELEBRANT

Note: See section 39 Marriage Regulations 2017 (Cth).

PRIVACY NOTICE

This application form (including any documentation required by this form) will be used to assess your suitability for registration as a marriage celebrant under section 39D of the *Marriage Act 1961* (the Act). **If your application is successful, the information you provide in “Details to appear on the Register of Marriage Celebrants” will be included in the register of marriage celebrants published on the internet.** If your application is unsuccessful and you exercise your right to apply for a review at the Administrative Appeals Tribunal of the decision, a copy of your application will, if required, be forwarded to the Administrative Appeals Tribunal.

The Attorney-General’s Department Privacy Policy outlines our personal information handling practices, including details on how you can seek access or correction of the personal information that we hold about you. The Privacy Policy also contains information about how you can contact us, and how you can make a complaint about a breach of our obligations under the *Privacy Act 1988*.

Provide additional pages if there is insufficient space in this form. Any documentary evidence required by this form **must be a certified copy** of the document.

Please complete the following in BLOCK letters

Provide evidence of the date on which you ceased to be authorised or registered and the related circumstances.

Note: For the definitions of **authorised celebrant**, **marriage celebrant**, **religious marriage celebrant**, **minister of religion** and **recognised denomination**, see subsection 5(1) of the Act.

Contact details

The contact details you provide in this section will not be made public. They will be used by the Attorney-General's Department to contact you in relation to your application and registration (if successful).

Telephone

You must provide at least one telephone number.

Home

Work

Mobile

Email

Email address

Principal residential address

Address line 1

Address line 2

Suburb, town or
locality

State or Territory

Postcode

Is your postal address the same as your principal residential address?

Yes No

Postal address (if different from the principal residential address)

Address line 1

Address line 2

Suburb, town or
locality

State or Territory

Postcode

Country

Provide evidence of your principal residential address.

Religious Ceremonies

Have you been authorised by a religious body or religious organisation (other than a recognised denomination) to conduct religious ceremonies?

Yes No

If yes:

Names of religious organisation or religious body

Provide written confirmation from your religious body or religious organisation that you are authorised by the religious body or religious organisation to conduct religious ceremonies.
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Do you agree to use the marriage ceremony of the religious body or religious organisation?

Yes No

Details to appear on the Register of Marriage Celebrants

IMPORTANT: If you are successful in your application, your suburb/town/locality, state/territory, postcode will automatically be published on the Register of Marriage Celebrants on the Attorney-General's Department website.
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Title **Full name**

Address details		
Address line 1 (optional - if you provide information here it will be published publicly)		
Address line 2 (optional - if you provide information here it will be published publicly)		
Suburb, town or locality		
State or Territory		
Postcode		
Contact details		
Telephone		
Home	Work	Mobile
Email address		
Type of ceremony		
Select either civil <input type="checkbox"/> or religious <input type="checkbox"/>		
Name of religious organisation or religious body (if applicable)		

Qualifications or skills

You cannot be registered as a marriage celebrant unless you have a Certificate IV in Celebrancy or a celebrancy qualification (however described) from a university or all the skills mentioned in subsection 39(4) of the Marriage Regulations (fluency in an Indigenous language, for example).

Select either qualification or skills

Qualification

If your application relies on the Certificate IV in Celebrancy or a celebrancy qualification (however described) from a university, you must complete this section.

In accordance with a determination made by the Registrar, the qualification you provide must state the following:

- (a) that you have completed the mandatory marriage celebrancy units;
- (b) that all the required materials were used in delivering those units.

Select either:

- Certificate IV in Celebrancy.
- Celebrancy qualification (however described) from a university.

Note 1: For the definition of **Certificate IV in Celebrancy**, see subsection 39(2) of the Marriage Regulations 2017.

Note 2: For more information about determinations made by the Registrar, see subsection 39(1) of the Marriage Regulations and the Department's website at <http://www.ag.gov.au>.

Date qualification awarded: _____

Registered training organisation: _____

Provide evidence of your qualification.

Note: For the definition of **registered training organisation**, see paragraph 39(2)(a) of the Marriage Regulations.

Skills

Only complete this section if you are submitting your application relying on fluency in an Australian Indigenous language to be appointed as a marriage celebrant to serve Australian Indigenous communities.

What Australian Indigenous language(s) are you fluent in?

Provide details showing your ability to liaise with clients and, if appropriate, the Indigenous community in planning a marriage ceremony. For example, outline the kind of matters that you would need to take into account, and the approach you would use, in liaising with your clients and the community.

Provide details showing your ability to conduct a marriage ceremony, and to register a marriage, as required under the Act. For example, list the things you would have to do as a marriage celebrant to conduct a marriage ceremony and to register a marriage.

Provide details showing your ability to communicate effectively.

Criminal History

In determining whether you are a fit and proper person to become a marriage celebrant, the Registrar must take into account whether you have a conviction for an offence, punishable by imprisonment for one year or longer, against a law of the Commonwealth, a State or a Territory (see paragraph 39C(2)(d) of the Act).

Unless the spent convictions process mentioned in the following note applies, this means that if you were ever convicted of an offence carrying a **possible** prison sentence of one year or longer, you must answer yes to this question, even if you were not imprisoned.

Note: Nothing in this application form affects the operation of Part VIIC of the *Crimes Act 1914* (relieving a person, in certain circumstances, from the requirement to disclose spent convictions, and requiring persons aware of those convictions to disregard them).

- Yes, I have been convicted of an offence, punishable by imprisonment for one year or longer, against a law of the Commonwealth, a State or a Territory.
- No, I have not been convicted of an offence, punishable by imprisonment for one year or longer, against a law of the Commonwealth, a State or a Territory.

If you have been convicted of an offence, punishable by imprisonment for one year or longer, against a law of the Commonwealth, a State or a Territory, please provide details:

Consent to national police history check

For this application, you will need to complete a separate consent form for a national police history check, and provide that consent form to the Attorney-General's Department. The consent form can be downloaded [here](#), or you can request that the form is emailed to you.

Business and other interests

In determining whether you are a fit and proper person to become a marriage celebrant, the Registrar must take into account whether you have an actual or potential conflict of interest between your proposed practice as a marriage celebrant and your business or other interests (see paragraph 39C(2)(e) of the Act).

The Registrar must also take into account whether your registration as a marriage celebrant would be likely to result in you gaining a benefit in relation to another business that you own, control or carry out (see paragraph 39C(2)(f) of the Act).

Have you read the Registrar's guidance about conflict of interest?

Yes No

Does any of your employment, business or other interests have any connection with marriage, marriage celebrancy or any wedding-related business?

Yes No

If yes, please explain the connection:

Would your registration as a marriage celebrant be likely to result in you gaining a benefit in relation to any other business that you own, control or carry out?

Yes No

If yes, please provide full details:

Relationship support services

In determining whether you are a fit and proper person to become a marriage celebrant, the Registrar must take into account your commitment to advise couples of available relationship support services a (see paragraph 39C(2)(b) of the Act).

Identify the organisations that provide relationship support services (including distance services) for couples in your region. For each organisation:

- (a) include its name, address and other contact details; and
 - (b) describe the major relationship support services offered by the organisation (including availability of the services).
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Community standing and other matters

Community standing

In determining whether you are a fit and proper person to become a marriage celebrant, the Registrar must take into account your good standing in the community (see paragraph 39C(2)(c) of the Act).

Provide full details of your community involvement (for example, identify the community organisation(s) with which you are involved, and describe your role in each organisation and the activities (including volunteer activities) you undertake in that role):

Referee reports

Provide three referee reports that have been prepared specifically for this application. Each referee must have known you for at least two years, but must not be a member of your family.

Undertakings relating to obligations under section 39G of the *Marriage Act 1961*

IMPORTANT: These undertakings are a serious matter and you should consider them carefully before signing. Marriage celebrants have a complex set of responsibilities under the law and failure to meet these is a criminal offence in some cases.

In determining whether you are a fit and proper person to become a marriage celebrant, the Registrar must take into account whether you will fulfil the obligations of a marriage celebrant under section 39G of the *Marriage Act 1961* (see paragraph 39C(2)(g) of the Act).

This section therefore requires you to 'Agree' to the obligations as set out under section 39G of the Act.

Once agreed to, this section forms undertakings from you to the Registrar stating that you will comply with the required obligations as a marriage celebrant if you are registered.

If registered as a marriage celebrant, I give my assurances that I will:

- (a) conduct myself in accordance with the Code of Practice; and
- (b) make a copy of the Code of Practice for any potential client who asks for one; and
- (c) undertake all professional development activities as required by the Registrar in accordance with the Marriage Regulations 2017; and
- (d) notify the Registrar, in writing, within 30 days of any change to my details entered in the register of marriage celebrants; and
- (e) notify the Registrar of any event that might have caused the Registrar not to have registered me if the event had occurred before I was registered.

Examples of events mentioned in paragraph (e) of which you must write to the Registrar with details of the change in circumstances within 30 days include the following:

- (a) your employment, business or other interests change after you are registered;*
- (b) you are charged with an offence;*
- (c) you are no longer able to carry out your duties as a celebrant for health or other reasons.*

Do you agree to comply with the obligations set out in subsection 39G(1) of the Act?

Yes No

Declaration

I declare that the statements in this application, including the attachments to this application, are true in every detail.

Note: Paragraph 39I (1)(e) of the Act provides that the Registrar of Marriage Celebrants may take disciplinary measures against you if the Registrar is satisfied that this application was known by you to be false or misleading in a material particular. See also section 136.1 of the *Criminal Code*, which deals with false or misleading statements in applications.

Applicant's name: _____

Applicant's signature: _____

Date: _____