



# Marriage Celebrants Programme

## Exemption from the registration application fee

Updated August 2019

Under the Marriage Regulations 2017 (the Regulations), an aspiring marriage celebrant must pay a registration application fee of \$600.

The Regulations allow for an exemption from the application fee to be granted by the Registrar of Marriage Celebrants where:

- the applicant's principal residential address is in a remote area, **and**
- there is no more than one marriage celebrant whose principal residential address is in that remote area and has the same postcode as the applicant's residential address.

This is the only circumstance in which an exemption to the registration application fee can be granted under the legislation.

### Guidance Note:

The remoteness exemption is designed to support the retention of access to celebrancy services in remote or very remote areas. You will be eligible for an exemption if you meet **both** of the following criteria:

1. Your principal residential address is in an area that the Australian Bureau of Statistics (ABS) has defined as being remote or very remote. You can determine whether your principal address is in a remote or very remote area via the following website: <http://www.doctorconnect.gov.au>. Use the locator tool (ASGS-RA (2016)) to enter your principal residential address. Addresses must be defined as belonging to the RA4 - remote or RA5 - very remote category.

2. There is no more than one other Commonwealth-registered celebrant living in your postcode. You can check the Register of Marriage Celebrants, to see how many other Commonwealth-registered celebrants live in your postcode: <https://marriage.ag.gov.au/>

The following documents will provide evidence of your residential address:

- electoral enrolment
- rates notice
- lease
- utility bill (home phone, electricity, gas etc)

A driver's licence or bank statement is not sufficient evidence of your principal residential address for the purposes of applying for an exemption from the marriage celebrant registration application fee.

Please note that if you post documents in support of your application they will not be returned by the department.



## How to apply

There is a non-refundable \$30 fee for applicants seeking this exemption. Your application for exemption will not be considered until payment in full has been received.

### Online

Our preferred approach of applying for an exemption from the application fee is via the self-service portal (<https://marriage.ag.gov.au/mcportal>). You must make your application for exemption from the registration application fee before submitting your application to become a marriage celebrant to the Attorney-General's Department.

When you apply you will need to have:

- your credit card ready for payment of the \$30 exemption application processing fee, and
- evidence ready to upload (in PDF format) to support your exemption application. A list of appropriate documents is shown in the guidance note above.

### By Mail/Email

If you are not using the self-service portal, you must submit your application for exemption from the registration application fee using the form below. Please do not submit your application to become a marriage celebrant until you have been advised of the outcome of your application for exemption. Please return the below form and supporting documentation by the following methods:

Email: [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au)

Mail:

Registrar of Marriage Celebrants  
Attorney-General's Department  
3–5 National Circuit  
BARTON ACT 2600

The department will arrange for an invoice for the exemption application processing fee to be sent to you via email.



## Further information

The Registrar may request further information from you to support your exemption application. If you do not provide the further information by the date requested your application will be taken to have been withdrawn.

If you cannot access a computer or require assistance with seeking an exemption from the celebrant registration charge please call 1800 550 343 from 10am to 1pm, and 2pm to 5pm EST each weekday or email [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au).

## Outcome of decision

The Registrar will notify you in writing (via email) of the outcome of your application for exemption from the registration application fee within 21 days of receiving your paid application, unless further information has been requested.

### If an exemption is granted

You will not be required to pay the registration application fee. Celebrants who have been granted an exemption from paying the registration application fee will automatically receive an exemption from paying the celebrant registration charge for the financial year in which they are registered (section 45(b) of the Regulations).

### If an exemption is not granted

You will be notified in writing (by email) and advised to pay the registration application fee at the time of completing your application.

If your exemption application is refused, **you may apply for an internal review of that decision.**

Applications for internal review must be made in writing (preferably by email) within **14 days** from the date you receive notice of the decision and set out the reasons for making the application. An Attorney-General's Department officer, who was not involved in the original decision, will consider the decision not to grant you an exemption and decide whether to:

- confirm the original decision; or
- substitute a different decision for the original decision, with effect from the time when the original decision was made.

You may be asked to provide further information to support your internal review application.



## Application for exemption from the registration application fee

**Title:** Mr/Mrs/Ms/Dr/Reverend/Pastor/Other (please specify): .....

**First name:** .....

**Family name:**.....

**Residential address:** .....

.....

**Postal address (if different from above):**

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**Email address:**

.....

**Signature:** .....

**Date:** .....

- I confirm that my principal residence is in an area defined by the Australian Bureau of Statistics as remote (RA4) or very remote (RA5)
- I have attached evidence of my principal residence
- I have consulted the Attorney-General's Department website at which time there was no more than one registered marriage celebrant within the postcode of my principal residence
- I understand the fee for this application is \$30 and an invoice will be sent to the email address provided above. [If no email address is provided, it will be sent to the postal address.]

## PRIVACY NOTICE

The Attorney-General's Department [Privacy Policy](#) outlines our personal information handling practices, including details on how you can seek access to 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](#).