



Marriage Celebrants Programme

Updated June 2018

REMOVAL FROM THE REGISTER OF MARRIAGE CELEBRANTS – INFORMATION AND FORM

Please Read this Important Information before Completing the Form

You must use this form to resign or retire as a Commonwealth-registered marriage celebrant, if you are moving to a recognised denomination, or if you are writing on behalf of a celebrant to advise that they are deceased. Before submitting this form, please be aware that the Registrar of Marriage Celebrants is unable to 'reinststate' your registration as a marriage celebrant once your name has been removed from the Register of Marriage Celebrants. Legislation governing the appointment, revocation and suspension of all marriage celebrants is very precise to ensure the legal integrity of the public register.

Completing and submitting this form means that:

- you give your consent for your name to be removed from the Register of Marriage Celebrants
- once processed, you will no longer be authorised to solemnise marriages in Australia.

Please allow up to 21 days for the processing of your form. You will be advised in writing once processing is complete. Our preferred method of communication is via email. Please ensure that you provide your current email address on the attached form and return it by email or mail to the address provided on the form.

MARRIAGE RECORDS AND STATIONERY

If you have any unused marriage stationery please ensure that you dispose of it safely. Please note on 9 December 2017, amendments to the *Marriage Act 1961* commenced to recognise marriage equality in Australia. Effective from that date, new marriage forms were required to be used. If you have any of the following forms that pre-date 9 December 2017 they are no longer valid:

- Notice of intended marriage, unless the Notice was given to you by a couple who are a man and a woman prior to 9 December 2017.
- Official certificate of Marriage (including the 'Register' or 'Red book')
- Declaration of no legal impediment to marriage form, and
- Certificate of faithful performance by interpreter.

For more information, please refer to the ['Changes to marriage forms and certificates'](#) fact sheet.

Existing stock of Form 15 certificates (the certificate of marriage that is given to the couple on the day) that contain the words 'bride' and 'bridegroom' can, however, continue to be used provided that the certificate is suitable to the particulars of the marrying couple. Particular care must be taken with any unused Form 15 marriage certificates in your possession. They should either be destroyed, provided or sold to another authorised marriage celebrant but must not pass into the possession of an unauthorised person. How you choose to dispose of any unused marriage certificates should be noted on your record of use form. If you provide or sell the certificates to another marriage celebrant, please make a note of the celebrant's name and authorisation number as well as the number of each Form 15 certificate you provide them. If you choose to destroy the certificates please make note of the number of each Form 15 certificate and mark that certificate as destroyed.

As part of your record keeping obligations you are required to keep your Form 15 certificate record of use form for a period of six years from the last entry on the form.

You are also required to keep any completed second official certificates of marriage for a period of six years from the date of the marriage, unless you are a minister of religion. Celebrants who are ministers of religion are not required by the Marriage Regulations 2017 to keep the second official certificate of marriage for six years for religious marriage ceremonies. The Regulations will require these celebrants to add the official certificate of marriage to: the records of the parish or district in which the marriage was solemnised; the records of the church in which the marriage was solemnised; or the records of the religious body or religious organisation.

Privacy Policy

Any personal information (such as your name or contact details) that you provide in this form to the Attorney-General's Department will be used to update the Register of Marriage Celebrants and for the department to contact you with further information about the resignation process for Commonwealth-registered marriage celebrants.

The Registrar of Marriage Celebrants is authorised to collect the personal information requested in this form under the [Marriage Regulations 2017](#). The department's [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*.

Request for Removal from the Register of Marriage Celebrants

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

First name: _____

Family name: _____

Registration number: _____

Residential address: _____

Postal address (if different from above): _____

Email address: _____

Reason for request:	Resign/Retire	<input type="checkbox"/> (please tick as appropriate)
	Deceased (evidence attached)	<input type="checkbox"/>
	Moving to a recognised denomination	<input type="checkbox"/>
	Health or personal reasons	<input type="checkbox"/>

Effective From (date): _____

Signature: _____ Date: _____

If submitting this form on behalf of a celebrant (eg where celebrant is deceased), please provide your details below:

Name: _____

Contact phone or email address: _____

Relationship to Authorised Celebrant: _____

Return This Page To:

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

Email (scanned copy with signatures): marriagecelebrantssection@ag.gov.au