



# Guidelines for Commonwealth-registered celebrants seeking an exemption from paying the celebrant registration charge

Updated: April 2019

The *Marriage Act 1961* and the Marriage Regulations 2017 allow a Commonwealth-registered celebrant to seek an exemption from paying the celebrant registration charge which is payable each financial year.

Celebrants who have been granted an exemption from paying the celebrant 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 Marriage Regulations 2017). It is not necessary to apply to the Registrar of Marriage Celebrants to receive this exemption.

## Grounds on which an exemption will be considered

### A – Remoteness

To be eligible for an exemption on the grounds of remoteness you must demonstrate that you meet the following two criteria:

(a) your principal residential address is in a remote or very remote area according to the Australian Bureau of Statistics; and

(b) there are no more than two Commonwealth-registered marriage celebrants (including you), that have their principal residential address in the same postcode.

To establish whether you live in a remote or very remote area, please visit [www.doctorconnect.gov.au](http://www.doctorconnect.gov.au) and use the locator tool (ASGS-RA (2016)) to enter your principal residential address. To establish how many Commonwealth-registered marriage celebrants live in your postcode, please go to the [Register of Marriage Celebrants](#) on the Attorney-General's website and perform an advanced search based on your postcode.

### B – Specified circumstances

You may be eligible for an exemption from payment, if you have one of the following specified circumstances:

(a) you will not be a resident of Australia at any time during the financial year to which the application relates; or

(b) you will be unable to perform as a marriage celebrant for at least six months of the financial year to which the application relates because of:

(i) serious illness; or

(ii) caring responsibilities.

## Long term absence from Australia

This exemption may be granted to celebrants who will be absent from (or a non-resident of) Australia for the whole of the year (financial year) in which the exemption is sought.

You will need to provide sufficient evidence to show that you will not be residing in Australia for the entirety of the financial year. For example, a letter from your employer about the relevant travel and duration or evidence of ticket bookings.

### Serious illness

- This exemption may be granted to celebrants who have a serious illness that means they will be unable to perform as a marriage celebrant for at least six months of the financial year in which the exemption is sought.

Appropriate evidence should include a medical certificate or letter from your doctor confirming that you are suffering from a medical condition and the limitations it imposes on your ability to perform as a marriage celebrant. Specific information about your particular medical condition is not necessary.

### Caring responsibilities

- This exemption may be granted to celebrants who have caring responsibilities that mean they will be unable to perform as a marriage celebrant for at least six months or more in the financial year in which the exemption is sought.

In the case of caring responsibilities, including maternity/paternity leave, appropriate evidence should include a medical certificate or letter from a health care professional providing general information about the level of care required. Specific information about a medical condition for the person who you will be caring for is not necessary.

## How to apply

Applications for exemption from the celebrant registration charge can only be made **once you have received your invoice** for the celebrant registration charge and must be made within **21 days** after the day on which the invoice is sent. Invoices are usually issued after 1 July each year. Late applications cannot be accepted.

Given this timeframe, celebrants should submit their exemption application via the self-service portal ([marriage.ag.gov.au/portal](https://marriage.ag.gov.au/portal)).

To be considered complete an application must be accompanied by a \$30 application fee and relevant supporting evidence. Applications will not be assessed unless complete.

### Self-service Portal

If you consider that you are eligible to apply for an exemption from the celebrant registration charge you should login to your self-service portal and click into annual registration. Go to the Payments and Receipts section. This will show your current annual registration charge invoice. Click 'apply for annual registration exemption'.

When you apply you will need to have:

- your credit card ready for payment of the \$30 exemption application processing fee (**the \$30 exemption application processing fee *must not* be paid against the celebrant registration charge invoice**. When applying for an exemption through the self-service portal your invoice for the \$30 fee is generated automatically); and

- evidence ready to upload (in PDF format) to support the exemption ground you are applying under in your application.

## 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

Following consideration of your exemption application (and additional information if requested), the Registrar will notify you in writing (via email) of the outcome of your exemption application.

The Registrar has 21 days after receiving your application or additional information to make a decision and notify you of the outcome. You will not be deregistered if you have a [pending exemption decision](#).

### If an exemption is granted

You will not be required to pay the celebrant registration charge for the relevant registration year. The exemption only remains valid for one registration year (1 July – 30 June). If you believe you are eligible to apply in following years, you will need to reapply for an exemption for that year.

You are still required to fulfil your ongoing professional development (OPD) obligations during the exempted period (unless you have separately sought and been granted an [exemption from OPD](#)). OPD requirements apply to each calendar year (January to December).

### If an exemption is not granted

You will be notified in writing (by email) and advised to pay the celebrant registration charge by a specified date. Failure to pay the celebrant registration charge following a refusal of an exemption will result in deregistration.

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. An independent officer of the Attorney-General's Department 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.