Fact sheet: Annual celebrant registration charge

What is the annual celebrant registration charge?
All celebrants must pay the celebrant registration charge each financial year to continue their registration, unless an exemption from liability to pay the charge has been granted.

How much do I have to pay?
The annual celebrant registration charge is currently $240. This is non-refundable.

The Attorney-General’s Department is not responsible for payments made to incorrect accounts as the result of incorrect numbers being used. You should always keep the receipt and other evidence (eg, your bank notification) of your payment.

When will I receive my invoice?
An invoice for the celebrant registration charge will be sent in July and you will have 30 days to make payment. The invoice due date is stated in the top right hand corner of the invoice.

If you have not received your invoice by mid-July, please contact us on 1800 550 343.
How will I receive my invoice?

All celebrants with an email address held on file will receive their invoice via email. Celebrants who have not provided an email address will receive their invoice through the post. Additionally, each celebrant with an email address will have a copy of their invoice placed on their individual celebrant self-service portal.

It is very important you ensure that your email and address details are up to date.

You can do this on the self-service portal or by contacting the Marriage Law and Celebrants Section at marriagecelebrantssection@ag.gov.au.

What is the difference between the ‘Due Date’ on the invoice and the ‘Charge Payment Day’?

The invoice Due Date is 30 days after the invoice is issued. The Charge Payment Day is 60 days after the invoice is issued. The Charge Payment Day is the absolute last date that the invoice must be paid by. If payment is not received by the department by the Charge Payment Day, by law the Registrar for Marriage Celebrants must deregister you.

You should pay your invoice by the Due Date on your invoice to ensure your payment is received and processed prior to the Charge Payment Day (if you pay after the charge payment day your payment cannot be accepted and you will be deregistered). Setting the due date 30 days from the date of the invoice enables the department to process and clear payments before the Charge Payment Day. It is each celebrant’s responsibility to pay the annual charge within the timeframe provided.

How do I apply for an exemption?

Celebrants have 21 days from the day after which the invoice is sent to apply for an exemption. To be considered for an exemption you must lodge your application, including a non-refundable $30 fee, through the self-service portal within 21 days please be aware that a separate invoice will be generated when you apply for an exemption. You must not pay the exemption application fee against your previous years’ annual registration charge invoice.

You should regularly check your email and self-service portal in July so you can access your invoice as soon as possible.

Exemptions may only be sought from the celebrant registration charge on the grounds of remoteness or specified circumstances. For detailed information on seeking an exemption under these grounds, you should refer to the Guidelines for seeking an exemption from the annual celebrant registration charge which is located on the Celebrant resource page of our website.

How do I update my contact details?

You should ensure that all of your contact details are up to date including your postal address and your email address. You can update your personal details on the self-service portal. Alternatively, contact the Marriage Law and Celebrants Section at marriagecelebrantssection@ag.gov.au.

What happens if I don’t pay and I don’t have an exemption?

If payment is not received by the Charge Payment Day, the Registrar of Marriage Celebrants must deregister you as a marriage celebrant. Once the Charge Payment Day has passed, a late payment cannot be accepted.

You should always keep the receipt and other evidence of your payment.
Who can I call for help?
If you have any issues paying your invoice, please contact the Marriage Law and Celebrants Section on 1800 550 343 immediately.

How should I pay the invoice?
The easiest way to pay your invoice is via the self-service portal. This automatically matches the payment to your account and generates a receipt.

1. Click on View Payments and Receipts

![Marriage Celebrants Portal](image)

2. Unpaid invoices will appear under Current Invoice

3. To pay through the self-service portal, click on the Pay Invoice link beside the invoice you wish to pay, enter your credit card details and click Pay.

4. You can also click on the Reference No to view and print your invoice and view other options to pay

Payment through the self-service portal is the easiest way to pay. Other payment options are available.

If you choose to pay using another payment method please ensure you read the payment instructions.
Direct debt

Transfer your payment to us online from your cheque or saving account and send an email to eft.payments@ag.gov.au stating the customer number, amount paid, date paid and the invoice number(s) to which the payment applies.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Reserve Bank of Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB:</td>
<td>092009</td>
</tr>
<tr>
<td>Account:</td>
<td>110687</td>
</tr>
<tr>
<td>Account name:</td>
<td>Attorney General’s Official Admin Rcpts (Settlmnt)</td>
</tr>
</tbody>
</table>
| Reference        | Your invoice number and surname (ie xxxxxxx surname)  
                        Make sure you include a space between the invoice number and your surname. |

**Sample Invoice**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Annual Celebrant Registration Charge</td>
<td>240.00</td>
</tr>
<tr>
<td>Goods &amp; Services Tax</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total (excluding GST):</strong></td>
<td>240.00</td>
</tr>
<tr>
<td><strong>Total GST:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total (including GST):</strong></td>
<td>240.00</td>
</tr>
</tbody>
</table>

**Payment Methods**

- **Direct Debit:** Deposit your payment into the below account and send an email to eft.payments@ag.gov.au stating your invoice number, amount paid, and confirming the payment description you used.
  - **Account Name:** Attorney General's Official Admin Rcpts (Settlmnt)
  - **Bank:** RBA
  - **BSB Number:** 092009
  - **Account No:** 110687
  - **Payment Description:** XXXXXXX surname

- **Credit Card** (Cards accepted: MasterCard & Visa)
  - **By Phone:** Call 1300 130 379 (local call charge)
  - **Customer Reference Number:** 1098 1120 119
- **By Fax:** Fill out the following details and fax this full page to 02 6141 3663.
  - **MasterCard / Visa**
  - **Card Number:** __________
  - **Cardholder Name:** __________
  - **Expiry Date:** __________
  - **Card Holders Signature:** __________

- **By Mail:** If you cannot use one of the methods above, please attach this portion to your remittance with cheques/money orders made payable to Attorney-General's Department and forward to:
  - Attorney-General's Department
  - Robert Garran Offices
  - 3-5 National Circuit
  - BARTON ACT 2600

Due Date: xx.xx.2018
Customer number: XXXXXXX
Invoice number: XXXXXXX
Amount Owing: $240.00
Amount: __________________
Date Paid: __________________
Other invoices paid in this remittance: __________________
Credit card

Credit card payments by MasterCard or Visa credit cards can be made through the Department’s phone banking system by calling:

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>Phone:</td>
<td>1300 130 379 (local call charge)</td>
</tr>
<tr>
<td>Customer Reference Number:</td>
<td>Your Customer reference number which is underneath the phone number</td>
</tr>
</tbody>
</table>

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SAMPLE
Fax
Fax payments can be made by filling out the fax section (including Expiry Date and Signature) of your invoice and faxing the invoice to 02 6141 3563.

Mail
If you cannot use one of the methods above, please attach a cheque/money order to your invoice made payable to:

Collector of Public Monies
Attorney-General’s Department
Robert Garran Offices
3-5 National Circuit
BARTON ACT 2600

Please attach a copy of your invoice with your cheque or money order.