A NSW Single Status Certificate is required if you intend to be married overseas or if you are returning to your country of residence to be married.

Certificate entitlement

If you are applying for your own certificate, you must provide:

1. Three (3) copies of your own identification (see below).

If you are applying for a certificate on behalf of another person, you must provide:

1. A letter giving permission from the person named on the certificate. Please include their address, daytime telephone number and signature.

2. Three (3) copies of identification from the person giving permission (see below).

3. Three (3) copies of your own identification (see below).

Identification

Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3. If you are unable to provide identification from Categories 1 and 2, you must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.

All documents except foreign passports must be current.

Category 1	Category 3
If born in Australia:	• Medicare Card
• An Australian Birth Certificate	• Credit or Debit Card
Record of immigration status:	• Centrelink or Department of Veterans Affairs Card
• Citizenship Certificate	• Security Guard/Crowd Control Licence
• New Zealand Citizenship Certificate together with passport	• Tertiary Education Institution ID Card
• New Zealand Birth Certificate	

Category 2	Category 4
• Australian Driver's Licence	• Recent utility account with current residential address
• Australian Passport	
• Firearms Licence	
• Foreign Passport	
• Proof of Age Card	

Privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

Disclosure of Information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, Law Enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Citizenship (DIAC), and motor vehicle or driver licencing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and the National Document Verification Service (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Lodging your application

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

• 35 Regent Street, Chippendale NSW 2008
• 95 Tudor Street, Hamilton NSW 2303
• 2/74 Kembla Street, Wollongong NSW 2500
• 160 Marsden Street, Parramatta NSW 2150

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au

Application for a NSW Single Status Certificate

Registry of Births Deaths & Marriages
Attorney General & Justice

Application for NSW Single Status Certificate

NSW Registry of Births Deaths & Marriages   ABN 30 854 211 521   GPO Box 30   Sydney NSW 2001
Tel: 1300 655 236

Your certificate will be mailed to you if your application was received by post and will be charged a postage and handling fee.
See separate "Fees for Products and Services" flyer.

☐ Standard   ☐ Urgent   ☐ International Express Post

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.
APPLICANT'S DETAILS (details of person completing this form) **Please provide copies of 3 forms of current identification with your application.**

Family Name

Given Name/s

Street Address

Suburb   State   Postcode

Your relationship to the Person below (eg. self, parent, guardian)

Postal Address
(if different from
street address)

Suburb   State   Postcode

I certify that I understand the provisions overpage
on "Identification, Privacy & Disclosure" and that
the information I have provided is true and correct.
Signature of Applicant:

Reason Certificate is Required
(eg. marriage overseas)

Daytime Phone Number ( )

Email

DETAILS OF SEARCH REQUIRED

Family Name

Given Name/s   Male ☐   Female ☐

Place of Birth

Date of Birth ☐☐ / ☐☐ / ☐☐   Age at Present ☐☐☐   Date of Arrival in Australia ☐☐ / ☐☐ / ☐☐

If Previously Married, Date of Divorce/Death of Spouse ☐☐ / ☐☐ / ☐☐

Years to be Searched From ☐☐ / ☐☐ / ☐☐ to ☐☐ / ☐☐ / ☐☐

Mother's Full
Maiden Name

Father's Full Name

PAYMENT DETAILS (complete this section for mail applicants only)

Enclosed is a Cheque*
/Money Order for $ ☐☐☐.☐☐

Or Please   AMEX ☐
Debit my: Mastercard ☐   Visa ☐ $ ☐☐☐.☐☐

Card Number

Name of Cardholder   Expiry Date ☐☐ / ☐☐

Signature of
Carholder

Cheques payable to the 'NSW Registry of Births, Deaths & Marriages'
*Personal cheques are not accepted for urgent applications.

NSW GOVERNMENT | Registry of Births Deaths & Marriages Attorney General & Justice

03/13