

Victorian Marriage Registry Booking Form

Note

- You must submit this form, supporting documents and payment at least one month and no more than 18 months before the date you wish to marry.
- For the best chance of securing your preferred booking time, submit this form at least three months before the desired wedding date.

INSTRUCTIONS. Please use blue or black ink and BLOCK letters.

PART ONE - Couple's Details

Groom's details

1. Surname (family name)

2. Given name(s)

3. Daytime phone number

4. Email address

Bride's details

5. Surname (family name)

6. Given name(s)

7. Daytime phone number

8. Email address

PART TWO - Supporting Documents

Note

- If applying by mail, you must submit a completed Notice of Intended Marriage (NOIM) form and certified photocopies of the required supporting documents.
- To certify your photocopies, take them with your original documents to a police station and ask either a sworn member of police or a Justice of the Peace located in the police station to certify them.
- If you are submitting in person, you must bring your original identity documents or certified photocopies with your application and submit at the Victorian Registry of Births, Deaths and Marriages Customer Service Centre.
- If you are applying from other Australian states or territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.
- If you live outside Australia, you can provide overseas equivalents to Australian identity documents, such as a foreign driver licence. You may have photocopies of your identity documents certified by an Australian consulate or embassy official, a Notary Public or a local member of police.
- If any identity documents are not written in English, you must also provide a certified translation. The Registry will only accept translations by an accredited translator.

This form must be accompanied by the following supporting documents:

9. Have you completed the Notice of Intended Marriage (NOIM) form?	<input type="checkbox"/> Yes – Provide a completed NOIM form.	<input type="checkbox"/> No – NOIM form must be completed before proceeding. The NOIM is available at www.bdm.vic.gov.au .
GROOM		BRIDE
10. Were you born in Australia? <small>Note. If born overseas and unable to provide a foreign passport or birth certificate, contact the Customer Service Centre for further information.</small>	<input type="checkbox"/> Yes – Provide your standard birth certificate.	<input type="checkbox"/> No – Provide either your non-Australian birth certificate or an overseas passport.
11. Are you 18 years of age or over? <small>Note. If one party to the marriage is under the age of 18, the other party must be 18 years of age or older.</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – You must provide: a) a court order from a judge or magistrate which gives you authority to marry, and b) both parents' written consent to the marriage.
12. If previously married, how did your marriage end?	<input type="checkbox"/> Divorce/Nullity – Provide your divorce certificate, decree absolute or nullity order.	<input type="checkbox"/> Death – Provide the standard death certificate.
12. Both bride and groom have provided photo identification with this form (e.g. driver licence, Australian or overseas passport or student card).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Continued overleaf >

PART THREE - Booking and Payment Details

14. Nominate three dates and times for your wedding ceremony, in order of preference.

Example:

Preference 1: Wednesday 12/10/2013 10.00am Preference 2: Saturday 15/10/2013 4.00pm Preference 3: Monday 17/10/2013 10.00am

Preference 1: DAY MONTH YEAR HH.MM am/pm - Please circle

Preference 2: DAY MONTH YEAR HH.MM am/pm - Please circle

Preference 3: DAY MONTH YEAR HH.MM am/pm - Please circle

15. Select the fee for your booking:

Note

- Ceremony fees vary depending on the day of the week and the room chosen.
- You must pay the highest fee that applies to the preferences you nominate in Question 14. In the example above, Preference 2 is in the highest fee class, so that fee would apply.
- If you are given a wedding time that has a lower fee than what you have paid, the Registry will either:
 - a) refund the difference by cheque (if you have paid by cheque or money order), or
 - b) contact you to confirm the new fee before processing your payment (if paying by credit card).
- Fees apply if you cancel or reschedule your booking. View fees at www.bdm.vic.gov.au.

FEE CLASS	TIME	Thomas Hyde Room (up to 8 guests)	Margaret Craig Room (up to 55 guests)
Midweek	Monday to Thursday - 10am to 4.30pm	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$380.00
Premium	Friday - 10am to 4.30pm Saturday and Sunday - 10am to 4.30pm	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$430.00

* All prices listed on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au.

16. How do you wish to pay?

Note

- Make cheques and money orders payable to Registry of Births, Deaths and Marriages.
- An international bank draft in Australian dollars will also be accepted if you are paying from outside Australia.

☐ Cheque ☐ Money order ☐ International bank draft ☐ Visa ☐ MasterCard ☐ Amex ☐ Cash (in person only)

Total \$

Name on card

Card number

Expiry date

Signature of cardholder

PART FOUR - Lodgement

How do I submit this form?

Note. When submitting this form, you must provide all supporting documents, (including a completed Notice of Intended Marriage form) and the fee.

By mail

Note. Remember to have all photocopies of supporting documents certified. Original supporting documents are not accepted by mail. See Note at Part Two.

Post this form with your completed Notice of Intended Marriage form, certified photocopies of supporting documents and full payment to:

Victorian Marriage Registry
GPO Box 4332, Melbourne VIC 3001

OR

In person

To lodge your booking in person you will need to contact the Customer Service Centre on 1300 369 367 and make an appointment. You must bring all documents requested in Part 2 to this appointment.

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins Street Melbourne
8.30am - 4.30pm Monday to Friday (excluding public holidays). Some after-hours options are available.

What happens next?

The Registry will send a letter within five business days of receiving a complete application confirming your ceremony date, time and other booking details.