

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT

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MEET WITH THE PROSPECTIVE COUPLE	<p>Ensure that you are happy to be the celebrant for this marriage. Give any immediate pastoral guidance that may be needed. If you are happy to proceed with the wedding, arrange for pre-marriage counselling. If paid professional counselling is required you could advise them to contact a reliable pre-marriage counselling service local to your church.</p>
NOTICE OF INTENDED MARRIAGE FORM <p>Couple to supply to you at least one (1) month prior to the wedding, and not more than 18 months before the wedding.</p>	<p>The couple need to supply the Notice of Intended Marriage form to the person who is going to conduct the wedding ceremony at least one (1) month prior to the wedding (and not more than 18 months before the wedding): This document can be found on the internet at: https://www.ag.gov.au/FamiliesAndMarriage/Marriage/Documents/New-notice-of-intended-marriage.pdf</p> <p>On the rear of the Notice of Intended Marriage form, the couple's signatures need to be witnessed by yourself as the proposed marriage celebrant, or by an authorised person as per clauses (a) and (b) opposite.</p> <p>Your church office address should be entered at the top of page 1, with space left for the name of the particular Minister or Pastor who actually conducts the wedding.</p> <p>If born in Australia they must show you a certified copy of their <i>birth certificate</i> before the wedding service can be conducted. Only in rare cases will a statutory declaration be acceptable.</p> <p>If born overseas they can bring to you their <i>overseas country's passport</i> (an expired overseas passport is OK, but not a cancelled passport), or their <i>overseas birth certificate</i> (or complete a statutory declaration if it is actually impossible to get either – 'impossible' is the key word). An Australian passport is not acceptable as proof of birth.</p> <p>If they are divorced they will need to bring their <i>certificate of divorce</i> for you to see.</p> <p>If they are widowed they will need to bring their <i>deceased spouse's death certificate</i> for you to see.</p> <p>Once the document has been checked by yourself it is to be sent with the Declaration of No Legal Impediment to Marriage and Official Marriage Certificate form to the Registry of Births, Deaths and Marriages (BDM).</p> <p>You will need to give both the man and the woman a copy of the document "<i>Happily Ever Before and After</i>" outlining the obligations and consequences of marriage and indicating the availability of marriage education and counselling. Hard copies are available to purchase from Can Print Communications or you can download a PDF from https://www.ag.gov.au/FamiliesAndMarriage/Marriage/Documents/happily-ever-before-and-after.pdf</p>

SAMPLE ONLY

FOR CELEBRANT'S USE Marriage arranged: for 2:00 pm on SATURDAY 10.05.2014 (day of week) at SOUTH TOWN PRESBYTERIAN CHURCH	Commonwealth of Australia <i>Marriage Act 1961</i> NOTICE OF INTENDED MARRIAGE To: REV. FRED SMITH 12 MAIN ROAD Brisbane QLD 4000 <small>Untick name and address of proposed celebrant</small>	FOR OFFICIAL USE ONLY Registered No.
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The following parties give notice of their intended marriage:

PARTY 1	PARTY 2
Green <input checked="" type="checkbox"/> Bride <input type="checkbox"/> Partner	Green <input type="checkbox"/> Bride <input checked="" type="checkbox"/> Partner
BLACK	JONES
DAVID JOHN	SUSAN MICHELLE
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
ACCOUNTANT	
TEACHER	
37 RALPH ST NEWCASTLE NSW 2300	
12 GUMTREE DR SOUTHAMPTON QLD 48350	
DIVORCED	
NEVER VALIDLY MARRIED	
LIVERPOOL	
UNITED KINGDOM	
BRISBANE, QLD	
14 08 1976	19 08 1982
Year Month Day	Year Month Day
REUBEN RAYMOND BLACK	
DAMON STUART JONES	
MEREDITH JANE SMITH	
ANNETTE ROBIN	
EASTWOOD	
UNITED KINGDOM	
AUSTRALIA	
REPUBLIC OF IRELAND	
AUSTRALIA	

If a party has been previously married, that party must give the following particulars:

TWO (2)	TWO (2)
1995, 2002	
TWO (2)	
1995, 1998	
DIVORCE	
28 08 2012	Day Month Year
Year Month Day	Day Month Year

SAMPLE ONLY

Are the parties related to each other? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, state relationship: Spouse	
Signature of party 1 Fred Smith	
Signature of witness* John Doe	
Signature of party 2 Fred Smith	
Signature of witness* John Doe	
Qualification MINISTER OF RELIGION	
Date 07.02.2014	
Qualification MINISTER OF RELIGION	
Date 07.02.2014	
* This Notice must be signed in the presence of any of the following: (a) If a party signs the Notice in Australia—an authorised celebrant, a Commissioner for Declarations under the Statute of Westminster 1933, a Notary Public, a legally qualified medical practitioner, or a member of the Australian Federal Police or the police force of a State or Territory; (b) If a party signs the Notice outside Australia—an Australian Consular Officer, an Australian Diplomatic Officer, a Notary Public, an employee of the Commonwealth selected under paragraph X(1) of the Consular Powers Act 1952, or an employee of the Australian Trade Commission selected under paragraph X(1) of the Consular Powers Act 1952; Note: For the definitions of Australian Consular Officer and Australian Diplomatic Officer, see section 2 of the Consular Powers Act 1952.	
PARTICULARS TO BE COMPLETED BY AUTHORISED CELEBRANT	
Date notice received by celebrant 07.02.2014	
Date notice issued by celebrant 10.02.2014	
Place marriage solemnised SOUTH TOWN PRESBYTERIAN CHURCH	
Parties to marriage Party 1: <input type="checkbox"/> DAVID JOHN Party 2: <input checked="" type="checkbox"/> Birth certificate produced <input type="checkbox"/> 1832/00245	
Registration number of birth certificate 1832/00245	
Statutory declaration(s) <input type="checkbox"/>	
Evidence of "death" or "disability" <input type="checkbox"/>	
If dissolution or nullity, insert Court location South Town Presbyterian Church	
If marriage of a party to another is dissolved or annulled, insert date of original marriage and date of dissolution or annulment 1995-08-28	
Consents received <input type="checkbox"/>	
Authority for marriage despite late notice <input type="checkbox"/>	
* Note: For use of photographic evidence of identity is signed by the authorised celebrant to satisfy the requirements under paragraph 4(b)(v) of the Act.	
PARTY 1 PARTY 2	
Have you given the document referred to in subsection 42(3)(A) of the Act to the parties? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Celebrant's signature Fred Smith	
Celebrant's number 08xx 0007	
Official use only	

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT

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MARRIAGE CERTIFICATES 1. MARRIAGE REGISTER

There are three 'marriage certificates' you will need to fill out for the wedding day.

1. The next blank page in your church's Marriage Register.
2. Official Certificate of Marriage must be on the back of Declaration of no Legal Impediment form
3. Form 15 - the decorative marriage certificate the couple take home from the wedding.

Samples on the following pages

Below is an example of a completed page from a (fictional) church's Marriage Register.

It is recommended that you fill out in advance all the sections from "according to THE RITES OF THE PRESBYTERIAN CHURCH OF AUSTRALIA" to "9. Mother's maiden name in full."

The section titled "Signature of Parties" is signed during the "signing of the register" section of the wedding service.

SAMPLE ONLY

COMMONWEALTH OF AUSTRALIA

Marriage Act 1961

OFFICIAL CERTIFICATE OF MARRIAGE

paragraph 50(1)(b) *Marriage Act 1961* (Cth)

Marriage was solemnised between the parties, details of whom are given below, on the TENTH
day of MAY, 2014.

at SOUTH TOWN PRESBYTERIAN CHURCH
(location of marriage ceremony)

*(according to the rites of THE PRESBYTERIAN CHURCH OF AUSTRALIA).

Detail	Party 1	Party 2
Description of party	Groom <input checked="" type="checkbox"/> Bride <input type="checkbox"/> Partner	Groom <input type="checkbox"/> Bride <input checked="" type="checkbox"/> Partner
Surname	<u>BLACK</u>	<u>JONES</u>
Other names	<u>DAVID JOHN</u>	<u>SUSAN MICHELLE</u>
Usual occupation	<u>ACCOUNTANT</u>	<u>TEACHER</u>
Usual place of residence	<u>37 RALPHS ST NEWTON QLD 4350</u>	<u>12 QUATREE DR SOUTH TOWN QLD 4350</u>
Conjugal status	<u>DIVORCED</u>	<u>NEVER VALIDLY MARRIED</u>
Birthplace	<u>LIVERPOOL, UNITED KINGDOM</u>	<u>BRISBANE, QUEENSLAND</u>
Date of Birth	<u>14/08/1976</u>	<u>19/08/1982</u>
Father's name in full	<u>GLEN RAYMOND BLACK</u>	<u>DAMSEN STUART JONES</u>
Mother's maiden name in full	<u>MEREDITH JOAN SMITH</u>	<u>PANETTE ROBIN EASTWOOD</u>

Signatures of Parties to the Marriage } DAVID BLACK SUSAN JONES

Witnesses to the Marriage

Full names	<u>THOMAS BRAD JAMES</u>	<u>LAUREN LOIS JONES</u>
Signatures	<u>THOMAS BRAD JAMES</u>	<u>LAUREN LOIS JONES</u>

I, FREDERICK DOUGLAS SMITH, A MINISTER OF THE PRESBYTERIAN CHURCH OF AUSTRALIA
(full name)
certify that, on the date and at the place specified above, I duly solemnised marriage in accordance with the provisions of the *Marriage Act 1961* between the parties specified above.

Dated this TENTH day of MAY, 2014.

Fredsmith Q0X000001

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT

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MARRIAGE CERTIFICATES 2. OFFICIAL CERTIFICATE OF MARRIAGE

To be sent with completed Notice of Intended Marriage to the Registry of Births, Deaths and Marriages (BDM) as soon as possible after the wedding. Ensure all details are completed on both documents before sending them to the BDM.

Below is an example of the Official Marriage Certificate which comes in a booklet with tear-out pages. On the opposite side is the Declaration of no Legal Impediment to Marriage form. This is sent to the BDM, with the completed Notice of Intended Marriage, ASAP after the wedding service has been successfully conducted:

Fill out the front side of the form, as per the example below (it is the same as the Marriage Register), following the information provided in the Notice of Intended Marriage. Ensure the details are correct (e.g. has the mother's maiden name been provided).

The section titled "Signature of Parties" is signed during the "signing of the register" section of the wedding service.

There are also brief details to complete on the tab for each page which remains in the booklet. Ensure the tab is accurately completed. Also ensure you sign the tab and enter the date you posted the forms to the BDM.

TAB THAT REMAINS IN BOOKLET		SAMPLE ONLY																																																
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Marriage Act 1961																																																		
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<p>I, <u>FREDERICK DOUGLAS SMITH, A MINISTER OF THE PRESBYTERIAN CHURCH OF AUSTRALIA</u> (<i>full name</i>) certify that, on the date and at the place specified above, I duly solemnised marriage in accordance with the provisions of the <i>Marriage Act 1961</i> between the parties specified above.</p> <p>Dated this <u>TENTH</u> day of <u>MAY</u>, 2014.</p> <p><u>Frederick Douglas Smith</u> (<i>Signature of Celebrant</i>) <u>QX00007</u> (<i>Authorisation number</i>)</p> <p>*The words in brackets may be omitted</p>																																																		

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MARRIAGE CERTIFICATES - DECLARATION OF NO LEGAL IMPEDIMENT TO MARRIAGE

On the back of the Official Marriage Certificate must be the Declaration of No Legal Impediment to Marriage. It must be signed and witnessed before the wedding service. This is a declaration that both parties know of no legal reason that would prevent the marriage from going ahead. An ideal time to sign this form is at the wedding practise during the week before the wedding service. Follow the example shown here.

<p>SAMPLE ONLY</p>	<p>COMMONWEALTH OF AUSTRALIA <i>Marriage Act 1961</i></p> <p>DECLARATION OF NO LEGAL IMPEDIMENT TO MARRIAGE (regulations 38A and 46 Marriage Regulations 1963 (Cth))</p> <table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> <p>I, DAVID JOHN BLACK OF 37 RALPHS ST, NEWTON QLD 4350 ACCOUNTANT (full name, address and occupation of person making the declaration)</p> <p>declare that:</p> <p>1 I am a DIVORCED PERSON (state details of conjugal status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')</p> <p>2 I believe that there is no legal impediment to my marriage with SUSAN MICHELLE JONES OF 12 GUMTREE DR, SOUTHTOWN QLD 4350 TEACHER (name, address and occupation of the other party to the proposed marriage) in particular: (a) neither of us is married to another person; and (b) neither of us is in a prohibited relationship; and (c) both of us are of marriageable age; and (d) there is no other circumstance that would be a legal impediment to the marriage.</p> <p>3 I am of marriageable age because (*Strike out if inapplicable): (a) I am 18 years or older; or (b) I have not yet turned 18 years, being born on (date of birth of person making the declaration)</p> <p>However, I applied for an order under section 12 of the Act, and the at (name of court) (location of court)</p> <p>made that order on date of order</p> </td> <td style="width: 50%; vertical-align: top;"> <p>I, SUSAN MICHELLE JONES OF 12 GUMTREE DR, SOUTHTOWN QLD 4350 TEACHER (full name, address and occupation of person making the declaration)</p> <p>declare that:</p> <p>1 I am a PERSON WHO HAS NEVER BEEN VALIDLY MARRIED (state details of conjugal status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')</p> <p>2 I believe that there is no legal impediment to my marriage with DAVID JOHN BLACK OF 37 RALPHS ST, NEWTON QLD 4350 ACCOUNTANT (name, address and occupation of the other party to the proposed marriage) in particular: (a) neither of us is married to another person; and (b) neither of us is in a prohibited relationship; and (c) both of us are of marriageable age; and (d) there is no other circumstance that would be a legal impediment to the marriage.</p> <p>3 I am of marriageable age because (*Strike out if inapplicable): (a) I am 18 years or older; or (b) I have not yet turned 18 years, being born on (date of birth of person making the declaration)</p> <p>However, I applied for an order under section 12 of the Act, and the at (name of court) (location of court)</p> <p>made that order on date of order</p> </td> </tr> </table> <p>I make this declaration under the <i>Marriage Act 1961</i>. I believe the statements in this declaration are true in every detail. I am aware that it is an offence under the <i>Marriage Act 1961</i> to give a notice to an authorised celebrant knowing that it contains a false statement or is untrue in detail. I am also aware that the Act creates offences in relation to bigamy, and in relation to marriage of a person who is not of marriageable age.</p> <p><i>D Black</i> (Signature of person making the declaration)</p> <p>Declared at SOUTHTOWN PRESBYTERIAN CHURCH Declared at SOUTHTOWN PRESBYTERIAN CHURCH on NINTH OF MAY 2014 on NINTH OF MAY 2014 Before me: <i>Fred Smith</i> Before me: <i>Fred Smith</i> FREDERICK DOUGLAS SMITH FREDERICK DOUGLAS SMITH (Name of authorised celebrant) (Name of authorised celebrant) REGISTERED MINISTER OF RELIGION REGISTERED MINISTER OF RELIGION (Title of authorised celebrant (for example, 'Registered Minister of Religion' or 'Registrar of Marriages', or other description of qualification to solemnise marriages))</p>	<p>I, DAVID JOHN BLACK OF 37 RALPHS ST, NEWTON QLD 4350 ACCOUNTANT (full name, address and occupation of person making the declaration)</p> <p>declare that:</p> <p>1 I am a DIVORCED PERSON (state details of conjugal status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')</p> <p>2 I believe that there is no legal impediment to my marriage with SUSAN MICHELLE JONES OF 12 GUMTREE DR, SOUTHTOWN QLD 4350 TEACHER (name, address and occupation of the other party to the proposed marriage) in particular: (a) neither of us is married to another person; and (b) neither of us is in a prohibited relationship; and (c) both of us are of marriageable age; and (d) there is no other circumstance that would be a legal impediment to the marriage.</p> <p>3 I am of marriageable age because (*Strike out if inapplicable): (a) I am 18 years or older; or (b) I have not yet turned 18 years, being born on (date of birth of person making the declaration)</p> <p>However, I applied for an order under section 12 of the Act, and the at (name of court) (location of court)</p> <p>made that order on date of order</p>	<p>I, SUSAN MICHELLE JONES OF 12 GUMTREE DR, SOUTHTOWN QLD 4350 TEACHER (full name, address and occupation of person making the declaration)</p> <p>declare that:</p> <p>1 I am a PERSON WHO HAS NEVER BEEN VALIDLY MARRIED (state details of conjugal status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')</p> <p>2 I believe that there is no legal impediment to my marriage with DAVID JOHN BLACK OF 37 RALPHS ST, NEWTON QLD 4350 ACCOUNTANT (name, address and occupation of the other party to the proposed marriage) in particular: (a) neither of us is married to another person; and (b) neither of us is in a prohibited relationship; and (c) both of us are of marriageable age; and (d) there is no other circumstance that would be a legal impediment to the marriage.</p> <p>3 I am of marriageable age because (*Strike out if inapplicable): (a) I am 18 years or older; or (b) I have not yet turned 18 years, being born on (date of birth of person making the declaration)</p> <p>However, I applied for an order under section 12 of the Act, and the at (name of court) (location of court)</p> <p>made that order on date of order</p>
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MARRIAGE CERTIFICATES - FORM 15

Form 15 is a 'memento' certificate the couple take with them after the wedding service. This is signed during the service with the other forms. When ordering these make sure you also purchase the envelopes for them



There is a number on the rear of each certificate and each use of Form 15 must be accounted for on the record document that is supplied with the pack. An example of this record is given below. It's important to keep a record of this document in case you are ever asked by the Attorney General's Department to account for particular certificates

Name of Celebrant	Registration Number	Religious Denomination	Commonwealth of Australia	SAMPLE ONLY
Frederick Douglas Smith	QXV007	Presbyterian		
RECORD OF USE OF FORM 15 MARRIAGE CERTIFICATES (Details must be completed by celebrant who has custody of the numbered certificates)				
Number of certificate	Date of use	Reason for destruction or other method of use (e.g. certificate destroyed/ or transferred)	Details of transferred or destroyed certificate (see notes below)	
AB123456XY	10/05/15	STEVEN KIRBY WILLIAMS & DAVID ANTHONY SMITH		
AB123457XY	20/05/15	CERTIFICATE DESTROYED	MISSPELLING	
AB123458XY	10/05/16	DAVID JOHN BLACK & SUSAN MICHELLE JONES		
AB123459XY				
AB123460XY				
AB123461XY				
AB123462XY				
AB123463XY				
AB123464XY				
AB123465XY				
AB123466XY				
AB123467XY				
AB123468XY				
AB123469XY				
AB123470XY				

1. Destroyed - Please enter in witness if reason for destruction, e.g. misprinting, stained or broken, valid etc.
2. Transferred - Certificate can only be transferred to another registered celebrant. If transferred to another registered celebrant please enter in witness if the name of celebrant, registration number and details of transfer. Transferor is the celebrant/celebrant who issued the transferred certificate.
3. Other note - Certificates are considered to receive sole administration of religious, the recipient is responsible for recording the certificate numbers in their possession and how they have been used.