

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT



MEET WITH THE PROSPECTIVE COUPLE

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.

NOTICE OF INTENDED MARRIAGE FORM

Couple to supply to you at least one (1) month prior to the wedding, and not more than 18 months before the wedding.

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>

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.

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.

If born in Australia they must show you a certified copy of their *birth certificate* before the wedding service can be conducted. Only in rare cases will a statutory declaration be acceptable.

If born overseas they can bring to you their *overseas country's passport* (an expired overseas passport is OK, but not a cancelled passport), or their *overseas birth certificate* (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.

If they are divorced they will need to bring their *certificate of divorce* for you to see.

If they are widowed they will need to bring their *deceased spouse's death certificate* for you to see.

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).

You will need to give both the man and the woman a copy of the document *"Happily Ever Before and After"* 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>

SAMPLE ONLY

<p>FOR CELEBRANT'S USE</p> <p>Marriage arranged for: <u>2.00</u> p/m</p> <p>on: <u>SATURDAY</u> (day of week)</p> <p><u>10.05.2014</u> (day)</p> <p>at: <u>SOUTH TOWN PRESBYTERIAN CHURCH</u></p>	<p>Commonwealth of Australia Marriage Act 1961</p> <p>NOTICE OF INTENDED MARRIAGE</p> <p>To: <u>REV. FRED SMITH</u></p> <p><u>12 MIHAN ROAD</u></p> <p><u>BRISBANE QLD 4000</u></p> <p><small>(Insert name and address of proposed celebrant)</small></p>	<p>FOR OFFICIAL USE ONLY</p> <p>Registered No. _____</p>
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The following parties give notice of their intended marriage:

1 Description of party	PARTY 1		PARTY 2	
	Given	Birth	Given	Birth
2 Surname	<u>BLACK</u>	<input checked="" type="checkbox"/>	<u>JONES</u>	<input checked="" type="checkbox"/>
3 Given names	<u>DAVID JOHN</u>	<input checked="" type="checkbox"/>	<u>SUSAN MICHELLE</u>	<input checked="" type="checkbox"/>
4 Sex	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
5 Usual occupation	<u>ACCOUNTANT</u>	<input checked="" type="checkbox"/>	<u>TEACHER</u>	<input checked="" type="checkbox"/>
6 Usual place of residence (full address)	<u>37 KINGS ST</u> <u>WENTWORTH QLD 4010</u>	<input checked="" type="checkbox"/>	<u>12 GUMTREE DR</u> <u>WENTWORTH QLD 4010</u>	<input checked="" type="checkbox"/>
7 Country of birth (if not known, write nearest city or town, and State or Territory, if born outside Australia—insert city or town and country)	<u>WENTWORTH QLD 4010</u>	<input checked="" type="checkbox"/>	<u>WENTWORTH QLD 4010</u>	<input checked="" type="checkbox"/>
8 Date of birth	<u>14 05 1976</u>	<input checked="" type="checkbox"/>	<u>19 08 1982</u>	<input checked="" type="checkbox"/>
9 If party born outside Australia, total period of residence in Australia	<u>20</u> Years	<input checked="" type="checkbox"/>	<u>3</u> Months	<input checked="" type="checkbox"/>
10 Father's name (if not known, write "unknown" if deceased, add "deceased")	<u>CLEW RAYMOND BLACK</u>	<input checked="" type="checkbox"/>	<u>DAVID STUART JONES</u>	<input checked="" type="checkbox"/>
11 Mother's maiden name (if not known, write "unknown")	<u>MARLENE JOAN SMITH</u>	<input checked="" type="checkbox"/>	<u>ANNETTE ROBIN EASTWOOD</u>	<input checked="" type="checkbox"/>
12 Father's country of birth (if not known, write "unknown")	<u>UNITED KINGDOM</u>	<input checked="" type="checkbox"/>	<u>AUSTRALIA</u>	<input checked="" type="checkbox"/>
13 Mother's country of birth (if not known, write "unknown")	<u>REPUBLIC OF IRELAND</u>	<input checked="" type="checkbox"/>	<u>AUSTRALIA</u>	<input checked="" type="checkbox"/>
14 If a party has been previously married, that party must give the following particulars:				
15 Number of previous marriages	<u>TWO (2)</u>			
16 Year of each previous marriage ceremony (if known, give date)	<u>1985, 2002</u>			
17 Number of children of the previous marriage or marriages born alive (whether now living or deceased)	<u>TWO (2)</u>			
18 Year of birth of each of those children	<u>1985, 1988</u>			
19 How LAST marriage terminated (insert "death", "divorce" or "nullity")	<u>DIVORCE</u>			
20 Date on which last spouse died, or date on which dissolution of last marriage became final, or nullity order made	<u>28</u> Day	<u>08</u> Month	<u>2012</u> Year	

SAMPLE ONLY

Are the parties related to each other? Yes No

If yes, state relationship: _____

Signature of party 1: DAVID BLACK

Signature of party 2: SUSAN JONES

Signature of witness*: FRED SMITH

Signature of witness*: FRED SMITH

Qualification: MINISTER OF RELIGION

Qualification: MINISTER OF RELIGION

Date: 07.02.2014

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 Statutory Declarations Act 1955, a Justice of the Peace, a Justice or Magistrate or a legally qualified medical practitioner, or a member of the Australian Federal Police or the Australian Federal Police Reserve;
 (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 authorised under paragraph 3(1) of the Celebrant Fees Act 1955, or an employee of the Australian Trade Commission authorised under paragraph 3(2) of the Celebrant Fees Act 1955.
 Note: For the definition of Australian Consular Officer and Australian Diplomatic Officer, see section 2 of the Celebrant Fees Act 1955.

PARTICULARS TO BE COMPLETED BY AUTHORIZED CELEBRANT

Date notice received by celebrant: 07.02.2014

Date marriage solemnized: 10.05.2014

Place marriage solemnized: SOUTH TOWN PRESBYTERIAN CHURCH

Place of birth: WENTWORTH QLD 4010

Place of birth: WENTWORTH QLD 4010

Registration number of birth certificate: 102/0045

Registration number of birth certificate: 102/0045

Statutory declaration(s):

Statutory declaration(s):

Passport number: UK 104976

Passport number: _____

Current driver's license produced:

Current driver's license produced:

Diviners license number: _____

Diviners license number: _____

Current proof of age card or evidence of age card produced:

Current proof of age card or evidence of age card produced:

Proof of age card number or evidence of age card number: _____

Proof of age card number or evidence of age card number: _____

Current identification card displaying the celebrant's photograph produced:

Current identification card displaying the celebrant's photograph produced:

Type of identification card: _____

Type of identification card: _____

Number of identification card: _____

Number of identification card: _____

Have you given the documents referred to in subsection 2(5A) of the Act to the parties?

Celebrant's name: DAVID BLACK

Celebrant's signature: FRED SMITH

Official use only

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT



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		
	Groom	Bride	Partner	Groom	Bride	Partner
Description of party	<u>BLACK</u>				<u>JONES</u>	
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 NEWTOWN QLD 4350</u>				<u>12 CUMTREE 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>DAMEEN STUART JONES</u>	
Mother's maiden name in full	<u>MEREDITH JOAN SMITH</u>				<u>ANNETTE ROBYN EASTWOOD</u>	

Signatures of Parties to the Marriage } [Signature] [Signature]

Witnesses to the Marriage
Full names THOMAS BRAD JAMES LAUREN LOSS JONES

Signatures [Signature] [Signature]

I, FREDERICK DOUGLAS SMITH, A MEMBER 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
(day) (month) (year)

FredSmith 00000007

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT



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

Date 10.05.2014

Place SOUTH TOWN PRESBYTERIAN CHURCH

Denomination PRESBYTERIAN

Bridegroom's full name DAVID JOHN BLACK

Bride's full name SUSAN MICHELLE JONES

Celebrant FRED SMITH

No. QXXXX

Date sent to registering authority 11.05.2014

Note: The declarations made on the back of this form are required by section 42 to be made and subscribed before the marriage is solemnized, otherwise the celebrant may be subject to the penalty provided by section 99 of the Act.

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		
	Groom	Bride	Partner	Groom	Bride	Partner
Description of party	DAVID	SUSAN		SUSAN	DAVID	
Surname	BLACK	JONES		JONES	BLACK	
Other names	DAVID JOHN	SUSAN MICHELLE		SUSAN MICHELLE	DAVID JOHN	
Usual occupation	ACCOUNTANT	TEACHER		TEACHER	ACCOUNTANT	
Usual place of residence	37 RALPHS ST WENTON QLD 4350	12 GUMTREE DR SOUTH TOWN QLD 4350		12 GUMTREE DR SOUTH TOWN QLD 4350	37 RALPHS ST WENTON QLD 4350	
Conjugal status	DIVORCED	NEVER VALIDLY MARRIED		NEVER VALIDLY MARRIED	DIVORCED	
Birthplace	LEVERPOOL, UNITED KINGDOM	BROS BANE, QUEENSLAND		BROS BANE, QUEENSLAND	LEVERPOOL, UNITED KINGDOM	
Date of Birth	14/08/1916	19/08/1982		19/08/1982	14/08/1916	
Father's name in full	SIR RAYMOND BLACK	DAMEN STUART JONES		DAMEN STUART JONES	SIR RAYMOND BLACK	
Mother's maiden name in full	MEREDITH JOAN SMITH	ANNETTE ROBYN EASTWOOD		ANNETTE ROBYN EASTWOOD	MEREDITH JOAN SMITH	

Signatures of Parties to the Marriage } [Signatures]

Witnesses to the Marriage Full names THOMAS BRAD JAMES LAUREN LOSS JONES

Signatures [Signatures]

I, FREDERICK DOUGLAS SMITH, A MEMBER OF THE PRESBYTERIAN CHURCH OF AUSTRALIA

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

[Signature] [Authorization number]

*The words in brackets may be omitted

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT



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.

SAMPLE ONLY

COMMONWEALTH OF AUSTRALIA

Marriage Act 1961

DECLARATION OF NO LEGAL IMPEDIMENT TO MARRIAGE

(regulations 38A and 46 Marriage Regulations 1963 (Cth))

1. DAVID JOHN BLACK OF
37 RALPHS ST, NEWTOWN QLD 4350
ACCOUNTANT

(full name, address and occupation of person making the declaration)

declare that:

1 I am a DIVORCED PERSON

(state details of marital status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')

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.

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)

However, I applied for an order under section 12 of the Act, and the

_____ at

made that order on _____

date of order

I make this declaration under the *Marriage Act 1961*. I believe the statements in this declaration are true in every detail. I am aware that it is an offence under the *Marriage Act 1961* to give a notice to an authorised celebrant knowing that it contains a false statement or an error or is defective. 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.

D Black

(Signature of person making the declaration)

Declared at SOUTHTOWN PRESBYTERIAN CHURCH

(place where declaration made)

on NINTH OF MAY 2014

(date of declaration)

Before me Fred Smith

FREDERICK DOUGLAS SMITH

(Name of authorised celebrant)

REGISTERED MINISTER OF RELIGION

[Title of authorised celebrant (for example, 'Registered Minister of Religion' or 'Registrar of Marriages', or other description of qualification to solemnize marriages)]

1. SUSAN MICHELLE JONES OF
12 GUMTREE DR, SOUTHTOWN QLD 4350
TEACHER

(full name, address and occupation of person making the declaration)

declare that:

1 I am a PERSON WHO HAS NEVER

BEEN VALIDLY MARRIED

(state details of marital status for example, 'person who has never been validly married', 'widower', 'widow', or 'divorced person')

2 I believe that there is no legal impediment to my marriage with DAVID JOHN BLACK OF
37 RALPHS ST, NEWTOWN 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.

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)

However, I applied for an order under section 12 of the Act, and the

_____ at

made that order on _____

date of order

I make this declaration under the *Marriage Act 1961*. I believe the statements in this declaration are true in every detail. I am aware that it is an offence under the *Marriage Act 1961* to give a notice to an authorised celebrant knowing that it contains a false statement or an error or is defective. 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.

S Jones

(Signature of person making the declaration)

Declared at SOUTHTOWN PRESBYTERIAN CHURCH

(place where declaration made)

on NINTH OF MAY 2014

(date of declaration)

Before me Fred Smith

FREDERICK DOUGLAS SMITH

(Name of authorised celebrant)

REGISTERED MINISTER OF RELIGION

[Title of authorised celebrant (for example, 'Registered Minister of Religion' or 'Registrar of Marriages', or other description of qualification to solemnize marriages)]

STEPS TO FOLLOW AS A MARRIAGE CELEBRANT

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



COMMONWEALTH OF AUSTRALIA
Marriage Act 1961

SAMPLE ONLY

Certificate of Marriage

I, FREDERICK DOUGLAS SMITH A MINISTER OF THE PRESBYTERIAN CHURCH OF AUSTRALIA
having authority under the Marriage Act 1961 to solemnise marriages, hereby certify that I have this day at
SOUTH TOWN PRESBYTERIAN CHURCH QUEENSLAND
duly solemnised marriage in accordance with the provisions of that Act
between DAVID JOHN BLACK
and SUSAN MICHELLE JONES
in the presence of the undersigned witnesses.
Dated this TENTH day of MAY in the year 2014 FRED SMITH
Signature of Celebrant
Signature of Person to the Marriage [Signature] *BRIDEGROOM* [Signature] *BRIDE*
Signature of Witness to the Marriage [Signature] *WITNESS* [Signature] *WITNESS*

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 FREDERICK DOUGLAS SMITH
Registration Number QXY007
Religious Denomination PRESBYTERIAN
English

COMMONWEALTH OF AUSTRALIA

SAMPLE ONLY

RECORD OF USE OF FORM 15 MARRIAGE CERTIFICATES
(Checks must be completed by celebrant who has custody of the completed certificate)

Number of certificate	Date of use	Name of parties to marriage or other method of use (e.g. certificate destroyed or transferred)	Details of transferred or destroyed certificate (see notes below)
AB 1234 91 XY	19/10/13	SPIRITUAL EMERGENCY WILLIAMS & DAVID JOHN SMITH	
AB 1234 92 XY	20/11/13	CERTIFICATE DESTROYED	MISSPELLING
AB 1234 93 XY	10/05/14	DAVID JOHN BLACK & SUSAN MICHELLE JONES	
AB 1234 94 XY			
AB 1234 95 XY			
AB 1234 96 XY			
AB 1234 97 XY			
AB 1234 98 XY			
AB 1234 99 XY			
AB 1234 10 XY			

*Destroyed - Please state to which it refers for destruction, e.g. misposting, mailed in private, stolen etc.
*Transferred - Certificate can only be transferred to another registered celebrant. If transferred to another registered celebrant please state to which of the records of celebrant, register no. and details of transfer. Transfer to the celebrant who issued the certificate is not required.
*None enter - If certificate are transferred to another celebrant/celebrant of religion, the registrant is responsible for recording the certificate number in their procedure and how they have been used.