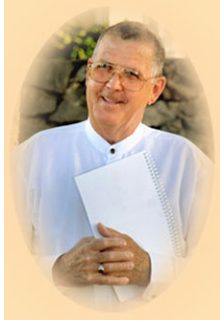


Whitsunday Wedding Celebrant



Ivan Conway JP CMC
Civil Marriage Celebrant

The Celebrant for the Whitsunday's Since 1997

PO Box 273

CANNONVALE Qld 4802

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LEGAL REQUIREMENTS FOR THE PREPARATION OF YOUR CEREMONY

A NOTICE OF INTENDED MARRIAGE FORM MUST NOT CONTAIN ANY ERRORS, FALSE STATEMENTS OR BE DEFECTIVE. IT IS AN OFFENCE TO LODGE A NOTICE OF INTENDED MARRIAGE FORM KNOWING THAT IT CONTAINS ANY OF THE ABOVE. PLEASE TAKE THE TIME TO READ AND ANSWER ALL QUESTIONS CAREFULLY BEFORE COMPLETING THE FORM. THE FORM CANNOT BE ACCEPTED IF INCOMPLETE OR INCORRECT. PLEASE DO NOT USE WHITE OUT ON A NIM FORM

Birth Certificates

- **If born in Australia.** a Birth Certificate must be provided to the Celebrant ***without exception.***
- Birth Extracts are acceptable. A copy of your Birth Certificate can be obtained from the Registrar of Births, Deaths and Marriages in the state where you were born and can be accessed via the Internet.
- **If born overseas.** Birth Certificates are also requested, and if unattainable, a **Current International Passport** from your country of origin is acceptable.
- If a Birth Certificate is in a language other than English, then a translated copy must be provided.

If however there are extenuating circumstances whereby you cannot obtain a Birth Certificate, then a signed, witnessed Statutory Declaration can be produced for the celebrant outlining the following.

- Date and place of birth. (Town, State & Country)
- Fathers name in full. (First, Middle & Family name)
- Mother's Maiden name in full. (First, Middle & Maiden family name).
- Reasons for not being able to produce a Birth Certificate.

Documents of Divorce

- If either party to a marriage has been previously married then documentary evidence of freedom to marry must be produced ***without exception.***
- This is usually a Decree Nisi which has become absolute or similar documentary evidence from your country of origin.
- There is no exception to this requirement.

The Notice of Intended Marriage form

- An accurately completed, signed and witnessed Notice of Intended Marriage form must be lodged with the Celebrant no later than **ONE** calendar month prior to the date of the ceremony
- For example, if your ceremony is on the 6th June then your Notice must be lodged with the Celebrant no later than the 5th May.
- An accurately completed, signed and witnessed Notice of Intended Marriage form is valid for 18 Month from the date the Celebrant receives it.

Who can Witness your signatures on a Notice of Intended Marriage form.

- The notice **MUST** be signed in the presence of any of the following ***without exception:***

(a) **if a party signs the notice in Australia** - an authorized celebrant, a Commissioner for Declarations under the *Statutory Declarations Act 1959*, a justice of the peace, a barrister or solicitor, 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 Diplomatic Officer, an Australian Consular Officer, an employee of the Commonwealth authorized under paragraph 3 (c) of the *Consular Fees Act 1955*, an employee of the Australian Trade Commission authorized under paragraph 3 (d) of the *Consular Fees Act 1955* or a notary public.

THE ABOVE INFORMATION HAS BEEN PROVIDED TO ASSIST AND GUIDE YOU IN THE SMOOTH PLANNING OF YOUR CEREMONY