



CIVIL CELEBRANT  
**Lexie Ann Gloger**  
**CAN DO CEREMONIES**

## Weddings - Legal Requirements

### Notice Of Intended Marriage

It is a legal requirement to complete a "**Notice Of Intended Marriage**" and lodge it with your celebrant, at least 31 days and no longer than 18 months before the proposed ceremony.

It is valid for 18 months. ( I would suggest earlier rather than later to secure your date and time)

This form can be **downloaded** from the Attorney-General's website at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants) or I can supply one for you. If we arrange a meeting I will have these forms with me, and will be pleased to help you fill them in.

**Please DO NOT SIGN the Notice of Intended Marriage Form** as the signature must be witnessed by the Celebrant or other authorised person. Once lodged the notice is valid for a period of eighteen (18) months.

You will also sign a declaration stating that there is no legal impediment to your marriage.

**If you live interstate** and will not be in Victoria until a few days before the Ceremony, you can still get on with the lodgment of the NOIM with the Celebrant.

**You can download the form** or I can post you one and you can have it filled out and signed by an appropriate person in that state, and then post it off to me.



### Other Documents needed for Marriage

**Certain documentation must be produced and sighted by the celebrant before the marriage is solemnised:**

**If born in Australia ~  
 your Original Birth Certificate**

(If you need a copy please contact Births Deaths and Marriages in the State that you were born - details at end this information).

**If born abroad ~  
 your Original Birth Certificate or  
 Overseas Passport.**

If either of you have been previously married then your **Original Divorce Decree** papers or **Death Certificate** of a previous spouse. (If you need a copy of your Divorce Paper please contact the Family Law Court in the State you were Divorced)

If either party has officially changed their names, a **Change of Name Certificate** is required.

**Any documents in a foreign language must be translated** into English and a Translation Certificate supplied.

### Statutory declarations

If you are overseas born and cannot obtain a copy of your birth certificate due to you being a refugee or other circumstances, I can help you complete a **Commonwealth Statutory Declaration** where you state the details of the date and place of your birth, your parents etc. It must be shown that a real effort has been made to obtain these from your country of origin, of your country's embassy.

#### Age of Consent.

**Both persons intending to marry must be a minimum of 18.** If one party is between the age of 16 and 18 years old you are required to obtain the following: parents consent on the required form and a court order under section 12 of the marriage Act. This consent is very rarely given.

(See more details below.)

#### Witnesses

You are required to have two witnesses who are both over the age of 18 present to sign the Marriage Register and Certificates. The Celebrant will require the Full Name of each Witness.



### Shortening of Time

It is possible to shorten this minimum time if **special circumstances** set out in the regulations are met. Firstly, you need to meet with me to fill out the **Notice of Intended Marriage Form**.

Secondly you will need to approach a prescribed authority for approval (your Local Court or Registry Officials) They are the only ones that can shorten the required period, and only if they are satisfied that the circumstances prescribed in the regulations are met: These circumstances are:

1. **Employment related or other travel commitments.**
2. **Wedding or celebration arrangements, or religious considerations.**
3. **Medical reasons.**
4. **Legal proceedings.**
5. **Error in giving notice.**

The reason for seeking a shortening of time must fall within one of these above categories and it is up to the prescribed authority to approve the application ~ it is not an automatic process, and is rarely given.

### What proof of Marriage will you receive?

**You will be required to sign 3 marriage certificates following the ceremony.**

- 1** The first is the official certificate which the celebrant will send to the Registry of Births, Deaths and Marriages to officially register the marriage.
- 2** The second is a duplicate which the celebrant keeps as his/her record of the marriage. It is the Marriage Register.
- 3** The third is a numbered Wedding Certificate, often referred to as the parties' certificate, which you will be given as a keepsake.



At your wedding you will be presented with the **Marriage Certificate**. This certificate is conclusive evidence of your marriage but not of your identity. Some entities e.g. Passport Office & RTA require you to produce a registered copy of your Marriage Certificate. This can be obtained from Registry of Births, Deaths and Marriages in your state, and can be ordered approximately four weeks after the date of your marriage.



#### **The Marriage Celebrant Must:**

Identify themselves to the assembled parties, as the celebrant authorised to solemnise the marriage and say the words required by section 46 (Monitum), in the presence of the parties, the formal witnesses and the guests before the marriage is solemnised;

- Ensure that they see and hear the vows being exchanged, because it is the exchange of vows that constitutes the marriage;
- Sign the papers required by the Act, and register the marriage with the Birth's Death's and Marriages, in the state in which the marriage was preformed.

**Marriage Celebrants are responsible for registering the marriage within 14 days of the ceremony taking place.**



**IMPORTANT CONTACTS**

<p><b>Translation and Interpreting Services</b></p> <p>Community Relations Commission                  24hr/7days on site interpreting service  <b>1300 651 500</b></p> <p>To obtain a copy of a birth certificate or death certificate please contact the  <b>Registry of Births, Deaths and Marriages</b></p> <p>Ground floor, 595 Collins Street,                  Melbourne VIC, 3000  <a href="http://www.bdm.vic.gov.au">www.bdm.vic.gov.au</a></p>	<p><b>General Victorian enquiries</b>  <b>1300 1369 367</b>                  (Outside Australia )</p> <p><b>NSW 1300 655 236</b>  <b>NT (08)8999 6119</b>  <b>Qld (07)3247 9203</b>  <b>SA (08)8204 9599</b>  <b>WA (08) 264 1555</b></p>
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**LEXIE ANN GLOGER**

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**Registration number with the Attorneys department - A11555.**

**Funeral Cert: 0507 872 407**

**ABN 66 886 657 221**

I am a proud member of:-

Australian Federation of Civil Celebrants - Just Celebrants -

And a founding member of "Team Celebrants"

We are committed to excellence in our ceremonies and professionalism in our delivery.