

A guide for completing the Notice of Intention to Marry



The first (**of many**), and the most important form that you will fill in with regards to getting your wedding plans legally underway is the Notice of Intended Marriage form or the NOIM.

If you have decided that I am the marriage celebrant for you and your fiancé, that you both feel comfortable with me, and you have agreed to my terms, conditions and fee, I have to receive your notice of intention to marry or NOIM form at least 1 month before the date of the wedding ceremony and no earlier than 18 months before the date of the wedding.

Gather your ID!

I am required to check your Proof of Identification, to make sure that you are who you claim to be.

These forms of ID can be: any of the following:

- a driver's licence
- a proof of age/ photo card
- a passport
- an Australian citizenship certificate along with photographic evidence.

How do we fill in the NOIM?

You can fill this in with me, your celebrant (and I am also a Justice of the Peace), or you can download the form, fill it in and have it witnessed by me when we meet. Or you can have it witnessed by one of the following authorities and then give it to me:

- another authorised Marriage Celebrant
- a justice of the peace
- a Commissioner for Declarations under the Statutory Declarations Act 1959
- a barrister or solicitor
- a legally qualified medical practitioner
- a member of the Australian Federal Police or the police force of a State or Territory.

Please carefully read page 1 and 2 of the forms provided by the Attorney General's Department. It's important.

Then, we can step through filling in the form using this guide!

IMPORTANT

Choose who will be person 1 and who will be person 2 so we can replicate this across all the legal forms. as they are all laid out for two parties!

Your name on this form should be exactly as it is documented in your passport or birth certificate and driver's license.

'Surname' means your last names or family name as it appears on your passport, birth certificate and

'Given or first names' means your first name as it appears on your passport, birth certificate and drivers license.

If you are widowed or divorced you will need to provide me with documents to this effect.

FOR CELEBRANT USE ONLY - BOOKING INFORMATION		For use only by Registries of Births, Deaths & Marriages	
Time and Date		Registered No.	
Location			

Notice of Intended Marriage

Complete this form in TYPE or by using BLOCK LETTERS

Details of the parties

	PERSON 1			PERSON 2		
1. Description of parties	<input type="checkbox"/> Partner	<input type="checkbox"/> Bride	<input type="checkbox"/> Groom	<input type="checkbox"/> Partner	<input type="checkbox"/> Bride	<input type="checkbox"/> Groom
2. Family name	<input type="text"/>			<input type="text"/>		
3. Given name(s)	<input type="text"/>			<input type="text"/>		
4. Gender (optional)	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary
5. Usual occupation	<input type="text"/>			<input type="text"/>		
6. Usual place of residence (full address)	<input type="text"/>			<input type="text"/>		
7. Conjugal status (see page 2)	<input type="checkbox"/> Never validly married	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced	<input type="checkbox"/> Never validly married	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Divorce pending		<input type="checkbox"/> Divorced	<input type="checkbox"/> Divorce pending	
8. Birthplace (see page 2)	<input type="text"/>			<input type="text"/>		
9. Date of birth	<input type="text"/>			<input type="text"/>		
10. Are the parties related?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - state relationship:		<input type="text"/>		

Birth Place

I need to see legal proof of date and place of birth so we can complete the NOIM. This is because I am obligated to ensure that you're who you say that you really are. The Documents that you can use to prove this to your Celebrant are:

- an official birth certificate, or an extract of an entry in an official register, showing the date and place of birth of each party - these can be Australian or International
- or, a passport showing the date and place of birth of the party
- or, a statutory declaration made by the party or a parent of the party stating that, for reasons specified in the declaration, that it's not practical to obtain such a certificate and to state to the best of the declarant's knowledge of when and where the party was born

I ask that you bring copies and your original documents to show me. I can then certify the copies as I sight the originals. So if you're born in Australia, have a passport or birth certificate, with the proof of the date and place of your birth then this is sufficient to use as your document for the NOIM.

If you do not currently possess either of these documents, then you will need to apply for them via the Births, Deaths and Marriages office of the State that you were born. Make this a priority if you need to obtain these documents. People born overseas will need to provide the relevant documents or obtain them from their relevant government departments.

Just a quick note on names. I am happy to call you by any other name you may prefer to be called during the marriage ceremony – for example, if your first name is Robert but everyone calls you Rob, then that’s fine. But as your celebrant I am legally required to say your full legal name, as it appears on your ID documents, during the legal aspects of the ceremony.

Previous Marriages

Have either you or your fiancé been married before?

If so, then you will need to provide me with (and I must sight physical copies), evidence of death of a spouse, nullity or dissolution of your marriage to me as your celebrant. If you do not have these documents then you will need to obtain them from the relevant Family Courts or Birth Deaths and Marriage Section of the your state government. I cannot do this for you.

Details of the parties' parents

	PERSON 1	PERSON 2
11. Parent 1's full current name (or write 'unknown')		
12. Parent 1's full birth name (or write 'unknown')		
13. if applicable: Parent 2's full current name (or write 'unknown')		
14. if applicable: Parent 2's full birth name (or write 'unknown')		
15. Parent 1's country of birth (or write 'unknown')		
16. if applicable: Parent 2's country of birth (or write 'unknown')		

Again please provide full legal names for both parents, as it appears on their formal ID documents or if you unable to provide a name please write 'unknown'.

Signatures of parties and witnesses

This Notice must be signed in the presence of an authorised witness. Persons who are authorised to witness the Notice are:

- if a party signs the Notice in Australia—an authorised celebrant, a justice of the peace, a barrister or solicitor, a medical practitioner, or a member of the Australian Federal Police or the police force of a State or Territory.
- 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(c) of the *Consular Fees Act 1955*, or an employee of the Australian Trade Commission authorised under paragraph 3(d) of the *Consular Fees Act 1955*.

Note: For the definitions of Australian Consular Officer and Australian Diplomatic Officer, see section 2 of the *Consular Fees Act 1955*.

I have read this form's privacy notice and instructions for completion and hereby give notice of my intended marriage:

	PERSON 1	PERSON 2
Signature of parties		
Date		
Full name of witness		
Authorised witness (see above)		
Signature of witness		

The rest of the document is the information that I or another celebrant will fill out but that relies on my having the appropriate documentation provided by you to enable me to do so.

I will need copies of:
 birth certificates
 ID Documents
 Divorce Documentation
 Death certificates

The authority you have obtaining approving a for shortening of the time before marriage.

To be completed by authorised celebrant before the ceremony

17. Full name of celebrant	<input type="text"/>	18. Date notice received	<input type="text"/>	
	PERSON 1		PERSON 2	
19. Evidence of date and place of birth (see page 2)	<input type="checkbox"/> Birth certificate or official extract <input type="checkbox"/> Statutory declaration	<input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport	<input type="checkbox"/> Birth certificate or official extract <input type="checkbox"/> Statutory declaration	<input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport
20. Document number (if any)	<input type="text"/>		<input type="text"/>	
21. Identity confirmed (see page 2)	<input type="checkbox"/> Confirmed		<input type="checkbox"/> Confirmed	
22. Type of ID document provided (see page 2)	<input type="text"/>		<input type="text"/>	
23. Document number (if any)	<input type="text"/>		<input type="text"/>	
24. State, territory or country of issue	<input type="text"/>		<input type="text"/>	
25. Date last marriage ended (if applicable)	<input type="text"/>		<input type="text"/>	
26. Evidence sighted on how last marriage ended (see page 2)	<input type="checkbox"/> Death <input type="checkbox"/> Divorce	<input type="checkbox"/> Nullity	<input type="checkbox"/> Death <input type="checkbox"/> Divorce	<input type="checkbox"/> Nullity
27. Death certificate number OR	<input type="text"/>		<input type="text"/>	
28. Court location (if divorce or nullity)	<input type="text"/>		<input type="text"/>	
29. Document referred to in s42(5A) of the Act provided to the parties	<input type="checkbox"/> Person 1		<input type="checkbox"/> Person 2	
30. If a party is under 18 years	<input type="checkbox"/> Consents received		<input type="checkbox"/> Court approval	

What if my fiancé is not available to fill in this form?

It is sometimes the case that one of the marrying parties may not be present at the signing of the NOIM and/or the NOIM being provided to the celebrant at least 1 month before the wedding. While it's not my preference it is acceptable as long as the remaining party signs the NOIM prior to the wedding being solemnised.

What about if one or both of us are overseas?

If you're overseas and need to get the NOIM witnessed because you are unable to be in Australia before the NOIM is due, you will need one of the following authorities to witness:

- an Australian Diplomatic Officer
- an Australian Consular Officer
- a Notary public (this is the easiest option)
- an employee of the Commonwealth authorised under paragraph 3(c) of the Consular Fees Act 1955
- an employee of the Australian Trade Commission authorised under paragraph 3(d) of the Consular Fees Act 1955.

You would then deliver the NOIM to me who and I will lodge the document in my filing system. The form is provided by me to the Government after your wedding, along with your marriage documentation.

Finally, when signing the NOIM, you will both need to confirm that you have read the privacy notice on the front of the NOIM. This aims to ensure that parties have access to information about how their personal information would be used.