

Notice of intention to enter into a civil partnership

Before submitting your application

- We understand that this notice of intention to enter into a civil partnership (notice of intention) is to register our relationship—with a declaration ceremony.
- We understand that this notice of intention must be submitted at least 10 clear days before our ceremony and no more than 12 months before.
- We have completed the notice of intention.
- We have read the notice setting out the legal effect of a civil partnership.
- At least 1 of us lives in Queensland.
- We have included the required proof of ID, evidence that at least 1 of us lives in Queensland and other supporting documents for our civil partnership notary to sight.
- We have included evidence of no longer being married or in another civil partnership, if required.
- Get your signatures witnessed by a Justice of the Peace, Commissioner for Declarations, Notary Public, Barrister, or Solicitor in the statutory declaration section on page 2 of the notice of intention.
- Send a copy of your notice of intention to BDM—after your civil partnership notary completes the declaration on page 3 of the notice of intention.

Submitting your application

If you have chosen to have your declaration ceremony:

- at the Brisbane registry at Level 32, 180 Ann Street, Brisbane—request an interview appointment online so that you can submit your notice of intention and certified supporting documents to us.
 - by post, with payment and certified copies of proof of ID to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
 - in person take your completed application form, **original** proof of ID and payment to the Brisbane registry counter at Level 32, 180 Ann Street, Brisbane; your nearest Queensland Magistrates Court (except the Brisbane Magistrates Court); or Queensland Government Agent Program (QGAP) office.
- at a Queensland Magistrates Court (except the Brisbane Magistrates Court)—submit your notice of intention and certified supporting documents to the court.
- with a registered civil partnership notary you must submit your notice of intention and certified supporting documents with them before sending us a copy of your notice of intention signed by them.



Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane BDM registry counter or nearest Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP), customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none"> Justice of the Peace Commissioner for Declarations Barrister or Solicitor Notary Public 	<ul style="list-style-type: none"> Notary Public Australian Embassy officer Australian Consulate officer

You must provide **3 forms of current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

If you currently live overseas, you may use the local equivalent for the ID items listed.

For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

Types of ID (categories)

Personal ID	Community ID	Home address evidence
<input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Healthcare card <input type="checkbox"/> Student ID <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Salary advice or payslip <input type="checkbox"/> Private Health Provider ID card <input type="checkbox"/> Defence Force or Police Service photo ID card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> Document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration certificate <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p>Provide only the page containing your name and current home address details.</p> <input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent/lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Registration or driver licence renewal notice <input type="checkbox"/> Recent official correspondence from Government service providers (not from this agency) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice

Form 18a (Version 2) Notice of intention to enter into a civil partnership

Office use only

Date received

Effective as of 22/03/2016
Civil Partnerships Act 2011 (Section 10)

Please read and complete the checklist attached before signing the statutory declaration and lodging with your chosen civil partnership notary. Proof of ID for both parties and evidence that at least 1 party lives in Queensland—please complete in full (using BLOCK letters) and do not use correction fluid/tape.

1. Details of declaration ceremony *Details must be given to your chosen civil partnership notary at least 10 days before and not more than 12 months before, the date you choose for your ceremony*

Date of your declaration ceremony	DD MM YYYY	Date this notice was given to civil partnership notary	DD MM YYYY
Where your declaration ceremony will be held			

2. Who is applying *These details must be as shown on your proof of ID and supporting documents*

	Partner 1	Partner 2
First name		
Middle name/s <i>if any</i>		
Family name		
Confirm that you are	<input type="checkbox"/> Not married <input type="checkbox"/> Not in a civil partnership	<input type="checkbox"/> Not married <input type="checkbox"/> Not in a civil partnership
Relationship status <i>tick one option</i>	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil partnership (terminated)	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil partnership (terminated)
Occupation		
Home address <i>one partner must live in Queensland</i>		
Postal address <i>if different to home address</i>		
Email		
Contact number		

By providing an email address, I consent to the use of that email address for BDM to contact me. I understand that it is my responsibility to ensure that I have nominated a secure email address to BDM. I acknowledge that it is my responsibility to ensure the security of information received from BDM.

3. Evidence of where you live

	Partner 1	Partner 2
Does at least one of the proposed partners live in Queensland?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are you able to attach documentation to show this? <i>Attach at least 1 certified document from List 3 that lists your current home address in Queensland</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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4. Birth details *These details must be as shown on your birth certificate*

	Partner 1	Partner 2
Place of birth <i>Town/city, state and country</i>		
Date of birth		
Sex		
Mother's first name		
Mother's middle name/s <i>if any</i>		
Mother's family name		
Father's (or registered parent's) first name		
Father's (or registered parent's) middle name/s <i>if any</i>		
Father's (or registered parent's) family name		

5. Statutory declaration

	Partner 1
I, your name in full	
Do solemnly and sincerely declare: that I live at <i>your home address</i>	
that I wish to enter into a civil partnership with <i>name of partner</i>	
that I am not married or in a civil partnership; and believe I do not have a prohibited relationship with	
and I make this solemn declaration conscientiously believing the same to be true by virtue of the provisions of the <i>Oaths Act 1867</i>.	
Signature <i>of partner 1</i>	
	Partner 2
I, your name in full	
Do solemnly and sincerely declare: that I live at <i>your home address</i>	
that I wish to enter into a civil partnership with <i>name of partner</i>	
that I am not married or in a civil partnership; and believe I do not have a prohibited relationship with	
and I make this solemn declaration conscientiously believing the same to be true by virtue of the provisions of the <i>Oaths Act 1867</i>.	
Signature <i>of partner 2</i>	

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Details of witness *Must be able to witness a statutory declaration in accordance with the Oaths Act 1867*

Declared at <i>place</i>		on	DD MM YYYY
Before me, <i>witness name in full</i>			
Of <i>witness address</i>			
Qualification of witness <i>Justice of the Peace, Commissioner for Declarations, Barrister, Solicitor, Notary Public</i>			
Signature <i>of witness</i>			

6. Declaration of civil partnership notary

I have sighted both partners' proof of ID and verified their identity and sighted evidence that at least 1 of the partners lives in Queensland

First name			
Middle name/s <i>if any</i>			
Family name			
Civil partnership notary registration number			
Signature <i>of civil partnership notary</i>		on	DD MM YYYY

Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application to register your notice of intention to enter into a civil partnership under the *Births, Deaths and Marriages Registration Act 2003* and *Civil Partnerships Act 2011*. The information on this application form may be provided to law enforcement agencies and to government and nongovernment agencies for verification of the data. Access to this information may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry within Australia **13QGOV (13 74 68)**, international callers **+61 7 3405 0985** (+10 hours UTC). For general information about the registry visit **www.qld.gov.au/bdm**.

All items marked with an asterisk(*) are for statistical, administrative and community planning purposes and will not appear in the Registers.