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# “Getting Started With Weddings”

## A beginner’s guide to wedding paperwork (updated Sept 2017)

A word on forms. Back in the day most forms were provided as hard copy and free of charge by the government. Then the government began to charge for almost everything. These days the best way to get the forms is by downloading them.

### 1. Early Stages of Marriage Preparation

- Form 13 (Notice of intended marriage) You should start with this form.** The Couple complete and submit the notice of intention to marry form to a celebrant (not earlier than 18 months before the marriage and not later than one month before) [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)
- Evidence of documents required for **Form 13** includes: passports, birth certificate, death or dissolution, annulment etc. (record these certificates’ numbers on the NOIM in space provided)
- Form 14A (Happily Ever... Before and After):** Provide the couple marriage counselling document [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)
- Advise the couple that an official wedding certificate (needed for passport applications and name changes with banks etc may be order **after the wedding** from NSW Births, Death and Marriages <http://www.bdm.nsw.gov.au/>
- Make sure you have a **Form 15 Marriage Certificate** ready for use in section 2.

### 2. Closer to the Marriage -Certificates /Declaration Certificate/Register

There are three certificates for each wedding. (The details entered should match the NOIM)

- Bound Wedding Register** (retained by the marriage celebrant/church for their records.)
- Form 14 (Declaration of no legal impediment to marriage):** It should be completed prior to the wedding usually close to the wedding day. [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)
- Form 16 (Official certificate of marriage):** Has a layout like the marriage register. It must be forwarded along with the NOIM to the Registry of Births, Deaths and Marriages for the registration of the marriage. [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)

OR

You can now download a combined Form 14 and 16 (**Combined Declaration of no legal impediment to marriage and Official certificate of marriage.**)

- Form 15 (Marriage certificates)** are ordered in packs from **Canprint**. Each one has a serial number which must be recorded along with the couple’s names on the sheet provided for that purpose (it comes in the pack). You can download a Canprint order form from the link below. <https://marriage.infoservices.com.au/>

### 3. Ceremony

On the wedding day the **bound wedding register**, the **Form 16 official certificate of marriage** and the **Form 15 marriage certificate** are all signed by the bridal couple, two witnesses and the celebrant.

- The celebrant will often fill out many of the fields prior to the wedding to save time on the day. You may use a Word template for filling in **the Form 15 marriage certificate**
- We recommend you use the downloadable** template for filling out **Form 15 marriage certificate**. [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)  
It's found in the left hand column as a downloadable.  
Using the template and typing the details gives a really professional finish to this form that will go home with the couple. It is suggested that you use a laser printer to avoid ink run.
- The groom, bride (maiden Name) and two witnesses all need to fill in and sign all the documents listed above: wedding registry, Form 15 marriage certificate and Form 16.
- Give wedding certificate in envelope to the couple after ceremony (often to a responsible relative, with the couples' permission of course)

### 4. After the Ceremony

Depending on your location mail the **NOIM (Form 13)**, and **Form 16/Form 14's** in a **stamped envelope** to

**NSW Registry of Births Deaths & Marriages**  
GPO Box 30, Sydney NSW 2001

**ACT Birth Death, Marriage and Civil  
Partnership**  
GPO Box 158  
Canberra City ACT 2601

If you would like to suggest improvements please contact John Macintyre [john@gracepc.org.au](mailto:john@gracepc.org.au)