

# Getting Started With Weddings

## A beginner's guide to wedding paperwork

(updated Feb 2026)

0. For the celebrant/officiator. In the Presbyterian Church of NSW, the Assembly Clerk arranges for a minister to be registered to officiate, usually at the request of the Presbytery where the minister is ordained. Most documents can now be typed and uploaded to an online registry, known as LifeLink or E-Registry, <https://eregistry.bdm.nsw.gov.au>. A how-to guide for using these tools is available at <https://www.nsw.gov.au/departments-and-agencies/births-deaths-marriages/business-partners/marriage-celebrants>. Further information is available at <https://www.ag.gov.au/families-and-marriage/marriage/get-married>

### 1. Early Stages of Marriage Preparation

- Have you taken the couple through **pre-marriage counselling**? Arrange a time to go through a series of Bible studies on marriage and the gospel. It will also help set the tone for the paperwork that is required, and help them think through how to plan a marriage, not just a wedding (although this will also create space to discuss their wedding plans too).
- Form 14A (Happily Ever... Before and After)**: Celebrant is **required** to provide the couple with this marriage counselling document [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)
- Form 13 (Notice of intended marriage)** Work through this form. The Couple completes the notice of intention to marry form and submits it to a celebrant (not earlier than 18 months before the marriage and not later than one month before). Note that the NOIM **requires** you to confirm you have spoken with each partner separately to confirm they are entering of their own free will. [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, but you aren't required to submit or retain a copy once you have noted the details.
- Advise the couple that an official wedding certificate (needed for passport applications and name changes with banks etc) may be purchased **after the wedding** from Service NSW, either in person or online <https://www.service.nsw.gov.au/transaction/apply-for-a-marriage-certificate>
- Make sure you have a **Form 15 Marriage Certificate** (a golden ceremonial certificate) ready.

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

There are three certificates for each wedding. (The details entered should match the Form 13.)

- Bound Wedding Register** (retained by the marriage celebrant/church for their records.)
- The Combined Form 14/16**, comprising the following two forms, which, if printed, must be back-to-back (at least two copies will be needed on the day):
  - **Form 14 (Declaration of no legal impediment to marriage)**: It should be completed prior to the wedding usually close to the wedding day.
  - **Form 16 (Official certificate of marriage)**: Has a layout like the marriage register. It must be submitted along with the Form 13 (NOIM). (It could also be pasted into your church's Bound Wedding Register.) [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms)

- **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/>
- **Start entering relevant details in the e-registry** if you are planning to file online. The e-registry is cumbersome and has many fields to fill in, but it will help you to identify any information you don't yet have (eg, do you know the groom's father's country of birth?) Better to know what you need to know, rather than have to contact the couple on their honeymoon!

### 3. Ceremony

On the wedding day you'll need the church's **bound wedding register**, two copies of the **Combined Form 14/16** (or three copies if you plan to register the documents by post rather than by scan/upload), and the **Form 15 marriage certificate** (gold).

- The celebrant will often fill out many of the fields prior to the wedding to save time on the day.
- Unless you're a calligrapher, the **Form 15 marriage certificate** looks better typed (some couples choose to display this certificate). A template can be found at [https://www.ag.gov.au/marriageforms#\\_Forms](https://www.ag.gov.au/marriageforms#_Forms). Use a quality printer to avoid ink run.
- These forms will need signatures from the groom, bride (using their maiden name) two adult witnesses and the celebrant. **Signature tallies** are as follows:

	Bride and groom	Both Witnesses	Celebrant
Form 15 (gold)	1ea	1ea	1
Combined 14/16	2ea (14+16)	1ea (Form16 only)	2 (14+16)
Combined 14/16 copy	2ea (14+16)	1ea (Form16 only)	2 (14+16)
Church register	1ea	1ea	1
<b>Total</b>	<b>6ea</b>	<b>4ea</b>	<b>6</b>

### 4. After the Ceremony

- Give wedding certificate and form 16 in envelope to the couple after ceremony (often to a responsible relative, with the couples' permission of course).
- EITHER Scan and upload and submit your documents (including NOIM, Combined 14/16 Declaration, any stat decs, consents, court orders etc) on e-registry (see link above)  
OR

Mail the **NOIM (Form 13), and Combined 16/14** (along with any court orders/consents/stat decs):

**NSW Registry of Births Deaths & Marriages**

GPO Box 30, Sydney NSW 2001

(don't forget to affix postage stamp)

(or, if solemnized in the ACT)

**ACT Birth, Death, Marriage and Civil Partnership**

GPO Box 158

Canberra City ACT 2601

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