|  |  |
| --- | --- |
| Last Updated: September 2021**Information for marriage celebrants** | Version 3.0 |

Register marriages online

The Online Marriage Registration Service (OMRS) is easy to use, with options to print forms, upload documents and order marriage certificates. All you need is access to a computer, printer and scanner.

REGISTER MARRIAGES BY POST

If you are unable to use the online system, you can send marriage documents to:

TAS Births, Deaths and Marriages (BDM)

30 Gordons Hill Road

ROSNY PARK TAS 7018

Checklist for marriage documents

**Notice of Intended Marriage**

* Page 3 – complete 1 to 16
* Page 4 – Both parties signatures and witnesses signatures Page 4 - record date notice is lodged with you Page 4 - record both forms of identification
* S42(5A) brochure provided to couple (Happily ever…before and after)
* Page 5 – Celebrant’s signature and authorisation number (complete after ceremony)

**Certificate of Marriage (Ceremonial certificate)**

* Number (Serial No.) noted on record keeping form.

**Combined declaration of no impediment and official certificate of marriage**

* Declarations for conjugal status completed and signed
* Both copies of official certificate of marriage are signed by the celebrant, parties and witnesses
* Full name of witnesses in BLOCK letters
* Rites of ceremony recorded
* Clear writing /printing on all documents
* No abbreviations
* Any alterations/corrections are initialled.

**Registration documents**

If using the OMRS, scan and attach the following to the online notification:

* notice of intended marriage
* combined declaration of no impediment and official certificate of marriage

Or post these documents to BDM.

Applying for a marriage certificate

Celebrants may apply for certificates on behalf of the couple at the same time as they lodge the marriage registration details.

To apply for a marriage certificate:

* order online when using the OMRS portal
* mail the marriage certificate application form (available on the BDM website –www.justice.tas.gov.au/bdm/forms) with the fee to BDM along with the marriage paperwork to be lodged for registration.

Helpful Contacts:

* Purchase marriage stationery

CANPRINT - e-mail: sales@infoservices.com.au

phone: 1300 656 863 / fax: (02) 6293 8333

* Download forms and guidelines to the Marriage Act

[www.ag.gov.au/FamiliesAndMarriage/Marriage](http://www.ag.gov.au/FamiliesAndMarriage/Marriage)

e-mail: marriagecelebrantssection@ag.gov.au

phone: 1800 550 343