



Notice of Intended Marriage

Change of relationship from civil union

Notice number

Pānui mō tētahi mārena e marohitia ana

He huringa o te piringa mai i te hononga ā-ture

Sign this application in person before a Registrar of Marriages and post it with fee to BDM Licence Application, Department of Internal Affairs, PO Box 10-526, Wellington 6140.

What you need to know

- You need to arrange your licence more than 3 working days before you get married. It expires after 3 months.
- Only one of you needs to complete the application, but you need information about both of you.
- It costs \$150 for a marriage licence or \$240 for a registry marriage.
- One of the parties must sign the application personally before a Registrar of Marriages and make the required statutory declaration.
- You may be required to provide evidence of the dissolution of the most recent marriage or civil union of each of the parties, if any.
- You must complete all applicable fields.

When you need to use a paper form

- Entering a civil union, or
- Changing your civil union to a marriage, or vice versa, or
- Aged 16 or 17 years old, or
- Giving notice in NZ to get married in the United Kingdom.

For more information refer to www.govt.nz/bdm.

You may be required to do it again if there are errors or missing information

SECTION 1: Notice details

Date or approximate date of marriage

(Within the next 3 months)

Full address of place you will get married

Alternative address for marriage e.g. wet weather alternative

(If applicable)

Full name of Marriage Celebrant

SECTION 2: Parties to marriage

Party 1 to marriage

☐ Bride

☐ Bridegroom

☐ Partner

Current first and middle names

Current surname or family name

First and middle names at birth
(If different from above)

Surname or family name at birth
(If different from above)

Sex

Date of birth*
(dd/mm/yyyy)

Place of birth
(Town or city, and country if not NZ)

Occupation, profession or job

Usual residential address
Street number and name

Suburb

Town/city

Country
(If not NZ)

Postcode

Daytime phone number

Contact email address

Parents

Parent 1

☐ Mother

☐ Father

First and middle names

Surname or family name

Surname or family name at birth
(If different from above)

Parent 2

☐ Mother

☐ Father

☐ Parent

First and middle names

Surname or family name

Surname or family name at birth
(If different from above)

*If you are aged 16 or 17 attach a consent from a Family Court Judge.

Party 2 to marriage

☐ Bride

☐ Bridegroom

☐ Partner

Current first and middle names

Current surname or family name

First and middle names at birth

(If different from above)

Surname or family name at birth

(If different from above)

Sex

Date of birth*

(dd/mm/yyyy)

Place of birth

(Town or city, and country if not NZ)

Occupation, profession or job

Usual residential address

Street number and name

Suburb

Town/city

Country

(If not NZ)

Postcode

Daytime phone number

Contact email address

Parents

Parent 1

☐ Mother

☐ Father

First and middle names

Surname or family name

Surname or family name at birth

(If different from above)

Parent 2

☐ Mother

☐ Father

☐ Parent

First and middle names

Surname or family name

Surname or family name at birth

(If different from above)

* If you are aged 16 or 17 attach a consent from a Family Court Judge.

SECTION 3: After your ceremony**Where will you and your partner live after your marriage?**

If you are on the New Zealand Electoral roll, the Electoral Commission will contact you for details of any changes (e.g. your surname) after your marriage. This helps to keep the Electoral roll up to date.

Street number and name**Suburb****Town/city****Country**
(If not NZ)**Postcode****SECTION 4: Current civil union****Date of civil union****Place of civil union***

(Including country if not in New Zealand)

SECTION 5: Statutory declaration**To be completed in front of the Registrar** (refer to the list at the end of this form)

I solemnly and sincerely declare:

(1) that the information provided in this notice is true; and

(2) that I believe that the marriage is not prohibited by section 15 of the Marriages Act 1955**; and

(3) that , _____
being under the age of 18 years, the consent required by law to intended marriage have been given; and

(4) that there is no lawful impediment to the intended marriage.

(5) that the above parties are in a civil union each other and wish to change the form of relationship from a civil union to a marriage.

And I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957.

Declared at (town or city)**This day of**

Day

Month

Year

Complete before a Registrar

Signature of party giving notice

Print full name of party giving notice

Registrar will sign and complete place and date of declarationSignature of authorised person **OR** Registrar of Marriages**
(Cross one out)

Print full name of Registrar of Marriages

* Only some types of overseas relationships are recognised as civil unions in New Zealand.

** Section 15 of the Marriage Act 1955 referred to in the statutory declaration and the schedule of Forbidden Marriages are printed on the back of this form.

SECTION 6: Marriage licence fee and delivery

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Select **ONE** box below for each of the options given.

The type of ceremony you are having is a

Personalised ceremony

If you are having a **personalised** ceremony, how would you like your licence sent?

- ☐ \$150 Marriage licence for a **personalised** ceremony
(Your celebrant may charge an additional fee. BDM does not set the level of that fee)
- ☐ \$5 Courier within New Zealand
(Complete delivery details below if you select courier)
- ☐ FREE Email to this address:

Registry ceremony

If you are having a **registry** ceremony your licence will be sent directly to your celebrant.

- ☐ \$150 **Registry** marriage ceremony
(You will need to pay an additional \$90 directly to your celebrant)

Delivery name

Street number and name

Suburb

Town/city

Country
(If not NZ)

Postcode

SECTION 7: Marriage certificate fee (optional)

Your marriage certificate will be sent to you after your ceremony and the marriage is registered.

Quantity of marriage certificates required (\$33 each)

Shipment of marriage certificate (select **ONE** box)

- ☐ I want the item(s) sent by standard post \$0
- ☐ I want the item(s) couriered to a New Zealand address \$5
- ☐ I want the item(s) couriered to an overseas address \$15 - \$30
- | | | | |
|------------------------------|------|--|------|
| Australia, Asia, Pacific: | \$15 | Rest of world: | \$30 |
| USA: | \$20 | Includes: Azerbaijan, Armenia, Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Georgia, Macedonia, Malta, Moldova | |
| Europe (unless listed here): | \$25 | | |

Contact us if you are unsure whether we can deliver to your country. Contact information is on page 8.

Delivery name

Street number and name

Suburb

Town/city

Country
(If not NZ)

Postcode

SECTION 8: Payment

Complete payment details on last page attached to this form.

Locations to sign this form

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Auckland Registry Office

12- 14 Nicholls Lane
Auckland

Rotorua District Court

1162 Tutaneikai Street
Rotorua

Tauranga District Court

26 McLean Street
Tauranga

Whakatane District Court

7 Pyne Street
Whakatane

Gisborne District Court

1 Customhouse Street
Gisborne

Hastings District Court

106 Eastbourne Street W
Hastings

Napier District Court

251 Hastings Street
Napier

Wairoa District Court

106-108 Queen Street
Wairoa

Dannevirke District Court

5-7 Gordon Street
Dannevirke

Levin District Court

9 Bristol Street
Levin

Ohakune (Ruapehu District Council)

59 Huia Street
Taumarunui

Palmerston North District Court

486 Main Street East
Palmerston North

Taihape District Court

10 Tui Street
Taihape

Taumarunui District Court

Miriama Street
Taumarunui

Whanganui District Court

Market Place
Whanganui

Kaikohe District Court

Station Road
Kaikohe

Kaitaia District Court

13 Redan Road
Kaitaia

Whangarei District Court

105-109 Bank Street
Whangarei

Hawera District Court

64-68 Princes Street
Hawera

New Plymouth District Court

Robe Street
New Plymouth

Hamilton District Court

116 Anglesea Street
Hamilton

Huntly District Court

4-6 Glasgow Street
Huntly

Matamata

Matamata-Piako District Council
Corner Tainui and Tui Street

Morrinsville District Court

31 Moorehouse Street
Morrinsville

Taupo District Court

Story Place
Taupo

Te Aroha

Matamata-Piako District Council
4-6 Glasgow Street

Thames District Court

505 Queen Street
Thames

Tokoroa District Court

Bridge Street
Tokoroa

Carterton District Council

50 Halloway Street
Carterton

Masterton District Court

Corner Dixon Street and Park Ave
Masterton

Ashburton District Court

Corner of Baring Square West and
Cameron Street, Ashburton

Christchurch Registry Office

Level 1, 120 Hereford Street
Christchurch

Timaru District Court

12-14 North Street
Timaru

Blenheim District Court

58 Alfred Street
Blenheim

Nelson District Court

200 Bridge Street
Nelson

Motueka

Arthur Woodcock Accountants
121 King Edward Street

Alexandra District Court

4-6 Kelman Street
Alexandra

Dunedin District Court

1 Dunbar Street
Dunedin

Queenstown District Court

36 Stanley Street
Queenstown

Gore District Court

6 Hokonui Drive
Gore

Invercargill District Court

33 Don Street
Invercargill

Greymouth District Court

60 Guinness Street
Greymouth

Westport District Court

11 Wakefield Street
Westport

Chatham Islands Police Station

Waitangi-Tuku Road
Chatham Islands

What are the legal requirements for all marriage ceremonies?

The legal requirements are that:

- The marriage must be performed by a Marriage Celebrant at the place(s) specified on the marriage licence; and
- The marriage must be performed in the presence of at least two witnesses; and
- During the ceremony, and before at least two witnesses, each party must say the words to each other *"I AB take you CD, to be my legal wife/husband"* or words to similar effect. The couple should say the words to each other rather than answering a question the marriage celebrant asks – although the marriage is still valid if the couple were asked a question; and
- Both parties and witnesses must sign the registration forms (Copy of Particulars of Marriage).

Both parties must sign the registration forms using their pre-married signatures according to their names on the Marriage Licence. For example, if one party intends to assume the other party's surname on marriage, they must sign the registration forms using their usual signature.

Children may act as witnesses if they understand the importance of the part they take in the recording of the marriage and can demonstrate that understanding in court if later required to do so.

What must happen at a registry marriage ceremony?

The Marriage Celebrant must officiate at the marriage ceremony. This includes:

- The formal identification of the parties named on the marriage licence (the celebrant must be satisfied that the persons about to be joined are in fact those named on the marriage licence); and
- The exchange of the marriage vows; and
- After both copies of the registration papers (Copy of Particulars of Marriage) have been signed and witnessed, the Marriage Celebrant must return the Registrars copy to the issuing Registry Office within 10 calendar days - the couple keep the other copy; and
- The Marriage Celebrant must take all reasonable steps to ensure the marriage is registered with Births, Deaths and Marriages.

Persons other than the Marriage Celebrant may be involved in the ceremony by, for instance, reading a poem.

There should be no doubt in the eyes of the couple, witnesses and attendees that the marriage ceremony was performed by a Marriage Celebrant.

Registry Ceremonies

Please be aware if you are considering having a registry ceremony that they are standardised to meet the legislative requirements of getting married, which includes standard marriage vows. There are limitations on the time the ceremony takes (usually 30 minutes), the space for guests and other persons may not generally be involved in the ceremony.

Refunds: Refund of marriage licence fees will only be considered in exceptional circumstances. Requests for refunds along with supporting evidence should be sent to: Registrar-General, Births, Deaths and Marriages, PO Box 10-526, Wellington 6140.

Bride / Bridegroom / Partner descriptions: Each party must choose one description of either bride, bridegroom or partner according to each party's wishes.

Parents

Legal parents: Parties must include the details of their legal parents. If including details about same-sex parents, those must be the details of the party's adoptive parents, or the person's mother and her female spouse or partner where the circumstance in paragraph (b) of the following section (Other parent) applies.

Other parent: If a child was born as a result of an assisted human reproduction procedure (such as artificial insemination):

A) If the mother married, or entered into a civil union or de facto relationship with, a man who consented to the mother undergoing the procedure, that man's details should be entered as the Father.

B) If the mother married, or entered into a civil union or de facto relationship with a woman who consented to the mother undergoing the procedure, the mother's partners details can be entered as either Mother or Other parent, as per her preference.

Restrictions on marriage

Section 15: Marriage of persons within prohibited degrees of relationship void

1) Subject to the provisions of this section, a marriage which is forbidden by the provisions of Schedule 2 shall be void.

2) Any persons who are not within the degrees of consanguinity but are within the degrees of affinity prohibited by the said Schedule 2 may apply to the High Court for its consent to their marriage, and the court, if it is satisfied that neither party to the intended marriage has by his or her conduct caused or contributed to the cause of the termination of any previous marriage of the other party, may make an order dispensing with the prohibition contained in Schedule 2 so far as it relates to the parties to the application and, if such an order is made, that prohibition shall cease to apply to the parties.

3) The Registrar of the court where any order under this section is made shall send a copy in duplicate of the order to the Registrar-General.

4) No marriage not forbidden by the provisions of Schedule 2 shall be void only on the ground of consanguinity or affinity.

Schedule 2: Prohibited degrees of marriage

1) A person may not marry the person's-

(a)	grandparent:	(h)	grandparent's spouse or civil union partner:
(b)	parent:	(i)	parent's spouse or civil union partner:
(c)	child:	(j)	spouse's or civil union partner's parent:
(d)	grandchild:	(k)	spouse's or civil union partner's grandparent:
(e)	sibling:	(l)	spouse's or civil union partner's child:
(f)	parent's sibling:	(m)	child's spouse or civil union partner:
(g)	sibling's child:	(n)	grandchild's spouse or civil union partner:
		(o)	spouse's or civil union partner's grandchild.

2) The prohibited degrees of marriage apply whether the relationships described are by the whole blood or by the half blood.

3) In this schedule, spouse and civil union partner includes a former spouse or former civil union partner, whether alive or deceased, and whether the marriage or civil union was terminated by death, dissolution, or otherwise.

For further information

Website: www.govt.nz/bdm/contactus

Email: bdm.nz@dia.govt.nz

Post: Births, Deaths and Marriages
PO Box 10-526
Wellington 6140

Privacy Statement: The information sought on this form is collected under the Marriage Act 1955 and is required for a Marriage Registrar to process the marriage licence application. Failure to complete the form could result in the application being declined. A person who makes, or causes to be made, a false declaration on this form will be liable on conviction to a fine or term of imprisonment, or both. If the marriage takes place, the information contained in this form will be transferred to the marriage registration form (the BDM45s) and form the basis of the registration of the marriage in accordance with the Births, Deaths, Marriages, and Relationships Registration Act 2021 (the "BDMRR Act"). If this information is so registered, it will be held on a public register, and may generally be accessed by any person on application (e.g. as a certificate or printout). Births, Deaths, and Marriages may also release it to certain government agencies, as authorised by law. The Privacy Act 2020 provides rights of access to, and correction of, personal information collected on this form. However, the BDMRR Act governs access to registered marriage information. Information about your rights to access and, where appropriate, correct the information, is available by contacting Births, Deaths and Marriages.

Payment

Do not post cash or card

☐ Please charge my credit card (Visa, MasterCard, American Express, Prezzly)

Card number

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Card expiry date

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Name on card

Cardholder signature