



# Independent celebrant application

## Support letter checklist

For your application as an independent celebrant, you must provide 4 letters of support.

We recommend you use this checklist to make sure your support letters meet the requirements for your application.

If a letter does not meet one or more of the following requirements, your application may be delayed as we will ask you to have it corrected.

- My full name is stated in the letter.
- My relationship with the referee is clearly stated.
- The referee explicitly supports or endorses my appointment as an independent marriage and/or civil union celebrant. We cannot accept the words 'recommend' or 'highly recommend'.
- The referee has clearly explained why they believe I should be appointed as a celebrant.
- The referee has described any skills and experience I have that is relevant to the role and how these would benefit the community, and the specific community has been identified (if applicable).
- The referee has signed and dated the letter.
- The referee has provided their full name and contact information (mobile number or email address).
- The referee has stated how long they have known me (this must be for at least 1 year).

**Notes:**

- Family members cannot write a letter of support. This includes members of your extended family, your spouse, partner or ex-spouse or ex-partner.
- The letter of support must be in the referee's own words.
- The letter must explain the skills that would make you a good celebrant.
- The letter must be compelling, but it should not be a character reference. Good character forms are provided separately.
- If the exact same wording has been used by referees, we will ask you for the letters to be re-written.
- The letter must be physically signed by the referee. A typed name is not acceptable.
- Referees who provide letters of support cannot provide good character forms.