



If you require access to a translation or interpreter service to complete this form, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.

# Application to shorten period of notice of intent to marry

## Eligibility

The Registrar can only consider your application if your reason for shortening falls within one of the five categories listed in Part One. You must provide evidence of your claims in order to have your application considered.

The rationale for these exceptions is to manage circumstances that are reasonably beyond a couples control and where the couple has acted as if in accordance with the law.

## Fees

A fee of \$50.00 must be paid when submitting this form. This fee is non-refundable, regardless of the outcome of your application.

## Unsuccessful applications

Your application may be unsuccessful if:

- your reason for shortening does not fall in one of the five categories listed in Part One
- you do not satisfactorily complete the Statutory Declaration in Part One. Make sure you sign and date the Statutory Declaration in front of an eligible witness, as listed on this form; make sure the witness also signs and dates the Statutory Declaration
- you do not provide supporting documentation as evidence of your reason for shortening
- you do not provide your completed Notice of Intended Marriage (NOIM). You must have already lodged this NOIM with your chosen celebrant. You must also provide all supporting documents you presented to your celebrant, e.g. birth certificates, passports and divorce or death certificates (if applicable). Any documents written in a language other than English must be translated into English by an accredited translator
- the Registrar is not satisfied with the information supplied.
- you do not explain why more than one month notice could not be given.

## Instructions

- Write clearly using BLOCK letters.
- Do not use white out.
- Leave answer boxes blank where you have no response or date to enter.

## PART ONE – Reason for shortening

Shortening of the statutory period of notice under the Marriage Act 1961 (Cth) can only be granted in extraordinary circumstances, as outlined in Schedule 3 of the *Marriage Regulations 2017 (Cth)*.

### 1. Which category best applies to your circumstances?

- Employment-related or other travel commitments
- Wedding or celebration arrangements, or religious considerations
- Medical reasons
- Legal proceedings
- Celebrant error in giving notice

**Note.** You must attach documents as evidence of your reason for shortening, such as letters of employment, travel documents, airline tickets, receipts of payment, letters from medical practitioners, court orders or letters from authorised celebrants.

Schedule 3 of Marriage Regulations 2017 (Cth) details the circumstances for authorising marriage despite late notice

Employment related or other travel commitments

A circumstance is that the marriage should be solemnized despite the required notice not having been received in time because a party to the intended marriage or someone involved with the proposed wedding:

- (a) has employment commitments that necessitate the person's absence from the location of the proposed wedding for a considerable period of time; or
(b) has other travel commitments.

Wedding or celebration arrangements

A circumstance is that the marriage should be solemnized despite the required notice not having been received in time because of the binding nature of the wedding arrangements or celebration arrangements made in connection with the intended marriage, or because of any religious consideration.

Medical reasons

A circumstance is that the marriage should be solemnized despite the required notice not having been received in time because a party to the intended marriage, or someone involved with the proposed wedding, is suffering from a medical condition of a serious nature.

Legal proceedings

A circumstance is that the marriage should be solemnized despite the required notice not having been received in time because a party to the intended marriage is involved in a legal proceeding.

Error in giving notice

A circumstance is that the marriage should be solemnized despite the required notice not having been received in time because:

- (a) it was due only to error on the part of an authorized celebrant (or a person whom the parties to the intended marriage believed to be an authorized celebrant) that the required notice was not given or that the notice given was invalid, stale or lost; and
(b) arrangements have been made for the proposed wedding to take place within the one month period.

2. Statutory Declaration

State of Victoria – Evidence Act 1958

I, [Party One's full name],
of [Party One's residential address],
[Party One's occupation],
and I, [Party Two's full name],
of [Party Two's residential address],
[Party Two's occupation]

do solemnly and sincerely declare that we are requesting a shortening of the statutory period of notice for lodging an intention to marry (one month) because:

[Blank lines for providing reasons for shortening notice]

**We acknowledge that this declaration is true and correct, and we make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.**

Declared at \_\_\_\_\_ in the State of Victoria,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Party One making this declaration  
[to be signed in front of an authorised witness]

and

\_\_\_\_\_  
Signature of Party Two making this declaration  
[to be signed in front of an authorised witness]

Before me, \_\_\_\_\_  
Signature of authorised witness

\_\_\_\_\_  
Full name of authorised witness

\_\_\_\_\_  
Title of authorised witness

\_\_\_\_\_  
Address of authorised witness

The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958

**Authorised witnesses**

- a Justice of the Peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- a sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (but not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

**3. Reason you did/could not give more than one month's notice of intent to marry:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Party One details**

a) Party One's family name (surname)

c) Party One's daytime telephone number

b) Party One's given names



d) Party One's email address

**5. Party Two's details**

a) Party Two's family name (surname)

c) Party Two's daytime telephone number

b) Party Two's given names



d) Party Two's email address

**6. Celebrant's details**

a) Celebrant's full name

b) Celebrant's registered number

A  V  Other

**Note.** This number is issued by the Commonwealth Attorney-General's Office or State Registry of Births, Deaths and Marriages.

c) Celebrant's daytime telephone number

d) Celebrant's email address

**7. Notice of Intended Marriage (NOIM) details**

a) Date NOIM lodged

b) Intended date of marriage

**PART THREE - Required documentation**

I have completed the Statutory Declaration at Question 2. and signed it in front of an authorised witness.

I have attached documents as supporting evidence and information for my shortening application.

I have attached my original completed NOIM, including all required supporting documents I presented to my celebrant, e.g. birth certificates, passports and divorce or death certificates. Any documents written in a language other than English have been translated into English by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

I have attached a letter from my chosen celebrant, which states that they are available to solemnise my marriage on the intended day if the shortening is granted.

**Note.** If your intended celebrant is the Victorian Marriage Registry, you must apply for a shortening at the same time as you lodge your NOIM.

**Notes**

- The shortening application fee is non-refundable, regardless of the outcome of your application.
- The Registry cannot grant a shortening if your reason for shortening does not fall into one of the five categories listed in Question 1.

**11. How do you wish to pay?**

**In person**

You can pay by EFTPOS, Visa, MasterCard, bank cheque or money order.

**By mail**

Credit card – please complete details below

Bank cheque

Money order

- Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.

**Credit Card Payment Slip - Lodging by mail only**

**Note.** Do not complete this if you are lodging your application in person.

**Card type**

Visa

MasterCard

**Total \$**

**Card number**

**Expiry date**

**Name on card**

**Signature of cardholder**



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SNPV2018LD

**Victorian Registry of Births, Deaths and Marriages**

bdm.vic.gov.au

**Application enquiries** vicbdm@justice.vic.gov.au

**Postal address** GPO Box 4332, Melbourne VIC 3001

**General enquiries** 1300 369 367