

Instructions for Completing the Notice of Intended Marriage!

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Before completing the NOIM, please read all the instructions and information provided on page 2 of the document and then complete the sections as noted below.

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1. Please tick whether you wish to be identified as the Groom, Bride or Partner.
2. Write your surname exactly as it appears on your ID documents
3. Write your given names, including all middle names, as they appear on your ID documents
4. Please indicate whether you identify as male, female or "X"
5. When stating your usual occupation, please do not generalise i.e. if you are an administration officer, then please use that term, not just "Administration". If unsure, you need to be able to insert your occupation into the sentence "I am a"!
6. This is your current residential address
7. Conjugal status must only use options listed i.e Never validly married, widowed or divorced.
8. Birth place must be the same as is listed on your birth certificate or passport
9. Enter your date of birth
10. Only for parties born outside of Australia
11. Please record your father's full name (first middle and last) as it appears on your birth certificate, and if deceased, please write (DEC) after the name. If unknown, please write "unknown".
12. Please record your mother's full name (first middle and last), as it appears on your birth certificate, ensuring you use her MAIDEN name for the surname.
13. Record father's country of birth. If unknown, please use "unknown".
14. Record mother's country of birth. If unknown, please use "unknown".

This next section only needs to be completed if you have been married before:

15. Please write the number of times you have been previously married.
16. Give the year of your previous marriage, or if you know the actual date, please write that date
17. Please indicate the number of children born to the previous marriage or marriages.
18. Record the year of birth for each of those children.
19. Please indicate how the last marriage ended. You will be required to provide evidence of how the previous marriage ended. If by divorce, please indicate the date the divorce became effective (this is usually one month after the date of lodgement). If your previous partner is deceased, then please use the date of death as per the death certificate.

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Please indicate whether or not you are related and if yes, please state the relationship. You will then need to sign in the box as indicated ensuring you sign in the presence of a witness. The people who are authorised to witness this document are listed below the the date area. Once the NOIM has been witnessed, please scan and email to me, along with copies of your ID documents. The original NOIM can then be posted to my home address, as listed at the start of the NOIM.