



NOMINATION FOR REGISTRATION OF MINISTER OF RELIGION FORM

MARRIAGE CELEBRANTS APPLICATION PACK

Thank you for your interest in applying for a Marriage Celebrant's license under the auspices of Churches of Christ in WA Inc. Please note that you need to be an Accredited Minister with Churches of Christ in WA to apply for a license. To apply for accreditation, visit www.cocwa.com.au Resources- Accreditation- Application; Parts 2 & 3.

The Attorney-General's Department requires that we, as a nominating authority, must:

"Ensure that persons nominated are fit and proper persons to be Marriage Celebrants and have the necessary knowledge and skills to perform this task."

Please complete the Checklist and sections **2 & 3 only** (Application & Statutory Declaration) of the application form and post the original to COCWA. Please include any relevant documentary evidence. Your application will then be assessed and forwarded to the Registry of Births, Deaths and Marriages (RBDM). Should your application be approved by the Registry, COCWA will notify you.

For further assistance, please contact COCWA on (08) 9471 8500 or email admin@cocwa.com.au

Return original form to

PO Box 458

Dianella WA

6059

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND PROVIDE SUPPORTING DOCUMENTS WHERE RELEVANT

'How to Conduct Weddings and Funerals' training is provided through Morling College Perth (Vose Campus). If you have not completed a session, please contact Vose directly to find out when their next training session is being held enquiries@morling.edu.au.

- ☐ Obtain a letter from the local Churches of Christ church or affiliated agency employing you, confirming that your position requires a Marriage Celebrant's License.
- ☐ Are you an Accredited Minister with Churches of Christ in WA?
- ☐ Complete and sign sections 2 & 3 only of Form 10/11 (Application for Registration of Minister of Religion and the Statutory Declaration) before an appropriate witness and post the original form to the COCWA Ministry Resource Centre.
- ☐ Provide the following documentary evidence (where applicable) of required skills and knowledge in the following areas – e.g. experience, courses, date/year completed and colleges.

a.) How to Conduct Weddings and Funerals.

b.) The Ability to Provide Pre-Marriage Education.

c.) The Ability to Provide Marriage Counselling/Support

- ☐ Have you read the Guidelines for COCWA Marriage Celebrants and Marriage Celebrants Resources? <https://www.cocwa.com.au/services-resources/ministers-chaplains/>
- ☐ Nominate an experienced registered minister from within Churches of Christ in WA who will coach you through the first five weddings that you conduct, ensuring that all documentation is completed correctly.

Name of nominated minister: _____

Marriage Act 1961

NOMINATION FOR REGISTRATION OF MINISTER OF RELIGION

(section 29 Marriage Act 1961 (Cth))

Thebeing a recognised denomination
(name of recognised denomination)
for the purposes of the *Marriage Act 1961*, nominates
(full name of minister of religion)
who is aof that recognised denomination for registration
(designation of the minister of religion)
under Division 1 of Part IV of the *Marriage Act 1961*.

Dated theday of.....,
(day) (month) (year)

.....
(Signature of person or persons authorised by the
recognised denomination to nominate ministers of
religion for registration)

.....
(Designation of the person or of each person who signs the
nomination)

APPLICATION FOR REGISTRATION OF MINISTER OF RELIGION

(subsection 30(1) Marriage Act 1961 (Cth))

To the Registrar of Ministers of Religion for
(State or Territory)

I,
(full name)

apply for registration under Division 1 of Part IV of the *Marriage Act 1961*, and set out the following
particulars in support of my application:

1. I am aof
(designation of the applicant) (name of recognised denomination)
2. I ordinarily reside at.....
(address)
3. I have attained the age of twenty-one years, having been born on.....
(date and year)

Dated theday of.....,
(day) (month) (year)

.....
(Signature)

STATUTORY DECLARATION

Statutory Declarations Act 1959

1 Insert the name, address and
occupation of person making
the declaration

2 Set out matter declared to in
numbered paragraphs

3 Signature of person making
the declaration

4 [Optional: Email address and/or
telephone number of person
making the declaration]

5 Place

6 Day

7 Month and year

8 Signature of person before
whom the declaration is made
(see over)

9 Full name, qualification and
address of person before whom
the declaration is made (in
printed letters)

10 [Optional: Email address
and/or telephone number of
person before whom the
declaration is made]

I,
.....¹make the following declaration under the *Statutory Declarations Act 1959*:

²Declare that the particulars set out in the support of the above application for registration as an authorised marriage celebrant for a
recognised denomination are true.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11
of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3

4

Declared at ⁵

on ⁶

of ⁷

Before me,

8

9

10

Note:

¹ A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

² Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the Statutory Declarations Act 1959 may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

| | | |
|----------------------|------------------------|---|
| Architect | Chiropractor | Dentist |
| Financial adviser | Financial Planner | Legal practitioner |
| Medical practitioner | Midwife | Migration agent registered under Division 3 of Part 3 of the Migration Act 1958 |
| Nurse | Occupational therapist | Optometrist |
| Patent attorney | Pharmacist | Physiotherapist |
| Psychologist | Trade marks attorney | Veterinary surgeon |

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution