



## Steps to Marriage Fact Sheet



### Booking

Celebrants can get very busy especially in the warmer months like Spring and Summer, so be sure to book as soon as you have a date in mind for your wedding. You can email me [info@nswcelebrant.com.au](mailto:info@nswcelebrant.com.au) or phone me **0405 001999** to check availability. You may view my calendar and check your ceremony date and my availability as a guide [here](#).

The Notice of Intended Marriage will need to be completed by at least one of you (**see Paperwork**) and received by me no less than one month prior to your wedding day and no more than 18 months prior to your wedding day.

[Ceremony Booking Form Here](#)

### 1. Arrange First Meeting

I would love to meet you! The most rewarding aspect of my work is meeting couples from all different walks of life, getting to know them, and ultimately bringing them together in marriage.

[Meeting Request Form](#)

During our first meeting, if you have not completed the Notice of Intended Marriage, and we are within the required time frame, we can do this together. At this stage, to secure your booking with me, I will require a deposit of \$100.00. This can be paid by cash, direct deposit or credit card through PayPal. You can use PayPal to make payments through my website [here](#).

## 2. Paperwork

### **Get your documents together**

#### Proof of Birth

You must provide proof of birth by either a birth certificate or a passport. If you cannot find your original birth certificate and were born in Australia, you can obtain your birth certificate by applying at NSW Registry of Births Deaths & Marriages. You can also provide your Australian passport. If you were born overseas, you can provide either your original birth certificate or passport, both of which must be legible in the English language.

## 3. Previous Marriage

If you are divorced you must provide an original Certificate of Divorce from the Family Court. Information on how to obtain a copy of the certificate of divorce can be found [here](#), or if widowed an original Death Certificate from Births, Deaths & Marriages, both legible in English, for information on how to obtain a death certificate see this [link](#).

## 4. Notice of Intended Marriage

(at least one month prior to Wedding Day)

As a legal requirement, you must complete the Notice of Intended Marriage and submit it to me at least one month prior to your Wedding Day, the sooner the better as I often take bookings 12 months plus ahead. Read the notes carefully on page 2 of the Notice and follow all instructions. If you are confused or need help in filling out the Notice, you can contact me for assistance. You can download the form from [here](#).

## 5. Booking from Interstate or Overseas

If you are coming to our beautiful Sydney, you have made a great choice for your wedding. You will need to contact me by email or phone to make a booking. You can [download](#) the Notice of Intended Marriage, complete it and have your signature/s witnessed. Read the notes carefully on page 2 of the Notice and follow all instructions. Once you have this completed and signed, you can mail it to me to secure your booking. For more information please visit my page for overseas couples looking to marry in Australia [here](#).

## **6. Immigration / Couples from Overseas**

If your Fiancée is intending to marry you in Australia, the Notice of Intended Marriage Form must be completed (see above), and given to me together with a date for when you are planning your wedding. If you need documents translated please click [here](#) for more information on [NAATI](#) services.

I will then type a letter to Immigration stating that you have booked me for your wedding and completed the Notice of Intended Marriage. For more information please visit my page for overseas couples looking to marry in Australia [here](#).

## **7. Witnesses**

Your wedding ceremony must be witnessed by at least two people who speak and understand English, and who are at least 18 years of age. They will be required to witness the ceremony and sign the certificates.

## **8. Creating Your Wedding Ceremony**

Now we create your perfect ceremony! It may be small and stylish, casual and relaxed, or lavish with all the traditional trimmings.

Every couple has their own ideas about their ultimate wedding ceremony, and there is a lot to be considered e.g. participants, venue, outdoor vs. indoor, music, vows, rings, special requirements etc.

On booking and confirming your ceremony I will provide you with a login to my Client Resources area which contains many samples of vows, ceremonies, and my own Wedding Guideline which you can follow during the planning process. You may also want to personalize your ceremony so that it reflects your values as a couple. Once we have gathered your ideas and my suggestions, I will put it all together, ready for your approval, unless of course you want it to be a pleasant surprise.

## **9. Closer to the Day**

Over the months leading up to your wedding day, there will be a considerable amount of communication between us. Closer to the day, we will need to arrange a final meeting to check that I have received all paperwork, run through the final draft of the ceremony, including any music or readings etc to be included and sign the necessary declarations.

Adrian Downey NSW Celebrant

I will forward you a link to the [Confirm Ceremony Details form](#) and ask you to complete which then confirms all the details necessary to ensure that the ceremony runs smoothly.

## 10. Insurance

I do have current Public Liability and Indemnity Insurance. Some venues and Council's require a copy of the Celebrants Public Liability and Indemnity Insurance as part of the booking requirements for the venue. This can be provided upon request.

## 11. Your Wedding Day

I will arrive at the venue with plenty of time to set up and speak to anybody who is participating in readings, music, witnesses etc.

Find me on Facebook & Twitter (@nswcelebrant)



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