

### IMPORTANT INFORMATION

This form can be used to apply to the Registrar-General to terminate a civil union. A civil union may also be terminated by the completion on this notice or by application to the Supreme Court. Applicants should be aware of their responsibilities under the *Civil Unions Act 2012* (the Act) and if they wish to terminate a civil union by order of the Supreme Court you should seek independent legal advice or contact the Supreme Court. You can view or download the Act from [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

### GENERAL INFORMATION

Either or both parties in a civil union may use this form in accordance with section 10 of the Act, to give notice to the Registrar-General of the intention to terminate the civil union.

If the notice is given to the Registrar-General by only 1 party, it is effective only if:

- a copy of the notice has been served personally on the other party; and,
- the attached statutory declaration is completed by the person who served the termination notice, including the date on which it was served.

To serve this notice personally on a party, the person serving the notice must:

- give the party a copy of the notice;
- if the party does not accept the notice, put the copy down in the party's presence and tell the party in general terms what it is; or,
- if the person serving the notice is prevented from approaching the party by violence or threat of violence, or by a court order, put the copy down as near as practicable to, but in sight of the party.

At the end of 12 months after the day this notice is given to the Registrar-General the civil union is terminated unless

- the termination notice has been withdrawn;
- the Supreme Court makes an order that the termination notice is not effective to terminate the civil union; or,
- the civil union has already been terminated by the marriage or death of either party.

Upon termination of the civil union, the Registrar-General will give each party written notice that the civil union has been terminated on the date in the notice. The party or parties who gave this notice to the Registrar-General, before the end of 12 months after the day on which this notice was given to the Registrar-General, may withdraw the termination notice. To withdraw a termination notice please complete a Notice of Withdrawal of Termination of a Civil Union form.

A civil union is terminated upon the death or marriage of either party.

Please note 3 forms of current identification must be provided upon lodgement of this form. If lodged by both parties, each person must provide 3 forms of identification.

If you require further information or need advice, a language assistance service is available by phoning the **Translating and Interpreting Service (TIS) on 13 14 50.**

## PRIVACY INFORMATION

The *Births, Deaths and Marriages registration Act 1997* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. The Privacy Policy can be found on the Access Canberra website at <http://www.act.gov.au/privacy>. Documents provided as proof of identity may have their authenticity verified through the Document Verification System (DVS). Documents produced by this office may also be verified by external agencies using DVS.

## INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please print clearly and use black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen and substitute information must be clear and all parties must sign in the margin. Do not use white out.
- Identification documents must be supplied with lodgement of this application.
- The application for civil union may only be endorsed by the Registrar-General or Deputy Registrar-General.

## LODGEMENT AND CONTACT INFORMATION

Preferred lodgement is by email: [bdm@act.gov.au](mailto:bdm@act.gov.au)

In Person: Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR) to find an Access Canberra Service Centre

General Enquires: 132281

### PRIMARY PROOF OF IDENTITY

A **photographic Driver Licence** issued in Australia and current or expired up to two years.  
**Australian Birth Certificate** (not a Commemorative Certificate or extract). If the certificate is not in the name currently used appropriate linking documentation will be required (e.g. Marriage Certificate).  
**Australian Passport** current or expired up to two years.  
**Overseas Passport** current or expired up to two years.  
**Australian Citizenship Certificate or Naturalisation Certificate**.  
**Department of Home Affairs Travel document** valid up to five years after date of issue.  
**Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard** valid to date of expiry.  
**Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard** valid to date of expiry.  
**Department of Home Affairs Australian Migration Status (AMS) ImmiCard** valid to date of expiry.  
**Current Police Officer Photo Identity Card** issued in ACT only.  
**Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card** with appropriate security features that displays the date of issue by Authority and current or expired up to two years.

### SECONDARY PROOF OF IDENTITY

**Current Medicare Card**.  
**Current Student Identity Document** with photograph and signature issued by an Educational Institution.  
**Current Centrelink or Department of Veterans Affairs Concession Card**.  
**KeyPass Identity Card** issued by Australia Post current or expired up to two years.  
**Security Guard / Crowd Controller Identity Card** with photograph issued by an Australian State or Territory current or expired up to two years.  
**Firearm Licence** with photograph issued by an Australian State or Territory current or expired up to two years.  
**Current Consular Identity Card** with photograph issued by Department of Foreign Affairs and Trade.  
**Current State, Territory or Federal Government Employee Identity Card** with photograph.  
**Current Australian Defence Force Identity Card** with photograph.  
**Current ACT Government Services Access Card**.  
**Working with Vulnerable People Registration Card** current or expired up to two years.  
**ACT High Risk Work Licence** current or expired up to two years.  
**Proof of Residency** (excluding Proof of Identity Cards issued after 19 September 2018)  
**Contract of Purchase, Current Lease or Rental Agreement** for relevant premises prepared by a real estate agency or the ACT Government. Private rental agreements or receipts will not be accepted.



## BIRTHS, DEATHS AND MARRIAGES APPLICATION TO TERMINATE A CIVIL UNION

Civil Unions Act 2012

<b>DETAILS OF PARTNERS</b>		
	<b>PARTNER 1</b>	<b>PARTNER 2</b>
<b>Surname</b>		
<b>Given Name(s)</b>		
<b>Date of civil union</b>		
<b>Postal address</b>		
<b>Contact phone number</b>		
<b>Email Address</b>		
<b>Date of Birth</b>		

<b>STATUTORY DECLARATION BY CIVIL PARTNER(S)</b>	
<b>Partner 1</b>	<b>Partner 2</b>
<b>I</b> , (full name)	<b>I</b> , (full name)
<b>being a</b> (occupation)	<b>being a</b> (occupation)
<b>of</b> (address)  <span style="float: right;">Postcode</span>	<b>of</b> (address)  <span style="float: right;">Postcode</span>
hereby solemnly declare that I wish to terminate the civil union with .....	hereby solemnly declare that I wish to terminate the civil union with .....
..... <b>Signature</b> (of partner 1)	..... <b>Signature</b> (of partner 2)

<b>STATUTORY DECLARATION BY PERSON SERVING TERMINATION NOTICE (IF APPLICATION MADE BY ONLY ONE PARTY)</b>
<b>I</b> (Full name of person serving notice)
<b>Of</b> (address of person serving notice)

hereby solemnly declare that I have served a copy of this notice in accordance with section 12 of the *Civil Unions Act 2012*.

**Signature:**.....  
signature of person serving notice

**Declared at** (place) **on** (date)

**Before me,** (Full Name of Witness)

**Of** (address of witness)

**Qualification of Witness**  
(Must be able to witness a statutory declaration in accordance with the *Statutory Declaration Act 1959*)

**Signature** (of the witness)

**SUPPORTING DOCUMENTS**

- Three forms of proof of identity, at least one being primary proof of identity (see page 2), for party 1.
- If both parties are completing the application, three forms of proof of identity, at least one being primary proof of identity, for party 2.
- If only one party is completing the application, a statutory declaration witnessed by a qualified person is required.