



September 2019

## **Guidelines for UCA Victorian registered marriage celebrants regarding the retention of hard copies of completed and signed marriage forms.**

With the introduction by Births, Deaths and Marriages Victoria (BDM) of the Registry Information Online (RIO) system, marriage celebrants are no longer required to submit hard copy marriage paperwork to BDM.

Section 77 of the [Marriage Regulations 2017](#) states:

### 77 Dealing with retained official certificates

(1) For the purposes of subparagraph 50(4)(a)(ii) and paragraph 50(4)(b) of the Act, this section sets out how a person who solemnised a marriage is to deal with the official certificate in relation to the marriage that is retained by the person.

#### *Ministers of religion*

(2) If the person solemnised the marriage as a minister of religion, the person must deal with the official certificate in relation to the marriage by ensuring that:

(a) if the marriage was solemnised in a church of the relevant religious body or religious organisation that is in a parish or other district in charge of a minister of religion of that organisation or body—the certificate is added to the records of the parish or district; or

(b) if the marriage was solemnised in a church of the relevant religious body or religious organisation that is not in a parish or district of the kind referred to in paragraph (a)—the certificate is added to the records of the church; or

(c) in any other case—the certificate is added to the records of the relevant religious body or religious organisation.

In order to comply with the Marriage Regulations 2017 Section 77, the Synod requests all Victorian UCA marriage celebrants to undertake the following procedures:

- 1) complete and submit all required paperwork (e.g. Notice of Marriage; Non-impediment form; Marriage Certificate) as per BDM requirements through the RIO system; and
- 2) file the hard copies of both the signed Notice of Intention and the official Marriage Certificate, with the marriage register of the congregation in which the marriage has been recorded.

Congregations will then be requested to forward these hard copy marriage forms on an annual basis to the Synod office – attention to: Kathryn D’Alessandro, Secretariat, 130 Little Collins Street, Melbourne 3000, for storage in the Synod’s archive facility (an annual reminder for this will be sent from the Synod office to all Victorian UCA marriage celebrants and Church Council Secretaries.)

There is no requirement for UCA marriage celebrants to personally retain any copies of marriage documentation, either electronically or in hard copy, once the final documents have been submitted electronically to BDM.

For more information regarding these arrangements please contact:

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