

Marriage Services

Further information

Office of Consumer and Business Affairs
Births, Deaths and Marriages

Registration Office
Level 2 Chesser House
91-97 Grenfell Street, Adelaide SA 5000
GPO Box 1351, Adelaide SA 5001

Marriage Officer

08 8204 9627

General enquiries

08 8204 9599

Office Hours 8:30am – 5:00pm

Monday – Friday (excluding public holidays)

at the Births Deaths, and Marriages
Registration Office



www.ocba.sa.gov.au

celebrate

Notice of Intended Marriage

To marry at the Births, Deaths and Marriages Registration Office, a Notice of Intended Marriage needs to be lodged **at least one month and one day** before the marriage is to be solemnised.

The Notice can be obtained from the Registration Office and must be completed and signed by both parties involved in the marriage and be properly witnessed.

Before lodging a Notice, both parties to the marriage should be certain they wish to have a civil marriage ceremony at the Registration Office. Where it is impractical to solemnise the marriage at the Registration Office, the Registrar may transfer the Notice to another celebrant (civil or religious). Upon lodgement of the Notice, each party to the marriage will be required to show the following:

- Full Birth Certificate (if born in Australia)
- Birth Certificate or Passport from country of origin (if born overseas)
- Death Certificate of former spouse or Divorce Papers (if previously married).

Special provisions apply to minors (persons under the age of 18), details of which are available upon request.

Whilst the Marriage Officer may accept the Notice of Intended Marriage, any one of the authorised marriage celebrants on staff may be allocated to solemnise the marriage.

Marriage service hours

Lodgement of the Notice of Intended Marriage can be made between the hours of **8:30am and 4:30pm** Monday to Friday (excluding public holidays).

Marriages are performed between the hours of **10am and 4:30pm** Monday to Friday (excluding public holidays). Half an hour is set aside for each ceremony.

Marriage facilities and arrangements

The Registration Office has a beautiful Marriage Room, which is located on: **Level 2, Chesser House, 91-97 Grenfell Street, Adelaide.**

The Marriage Room seats up to 30 people with additional standing room available for other guests.

The bridal couple is required to have two people over the age of 18 present at the ceremony to witness the marriage, both of whom should know the bride and groom. The bridal couple is also responsible for providing an interpreter if one is necessary.

what to do on the day

On the day of the ceremony, the bride and groom will meet with the celebrant in the Ante-room adjoining the Marriage Room and are required to arrive 10 minutes prior to the scheduled time. Guests attending the ceremony are requested to be on time and allow sufficient time for parking beforehand.

Photographs

Photographs and/or videos may be taken during and after the ceremony.

Music

There is no requirement to have music, however the Registration Office can provide background music before and after the ceremony. Alternatively, the bridal party can bring a cassette or CD of their chosen music or make arrangements for a live music performance if preferred. In all cases, preferences should be discussed with a celebrant well before the day of the ceremony.

Confetti

The Registration Office requests that no confetti, rose petals or rice be thrown in the Marriage Room or outside Chesser House.

Alcohol

The Registration Office does not provide reception facilities and therefore requests that the bridal party and/or guests DO NOT bring food, alcohol or other drinks into the Marriage Room.

Dress standard

Couples marrying at the Registration Office may choose traditional wedding outfits, cocktail wear, business clothes or neat casual wear. There is no specified dress standard.

Special circumstances

Couples wishing to marry may find that some of the above requirements cannot be readily met.

Parties who believe they have a special case are encouraged to discuss their situation with the Marriage Officer in the first instance. Where the circumstances warrant it, the Registrar may vary or modify some requirements.



marriage

Legitimation

A Legitimation process exists for children born to a couple prior to their marriage. Please contact the Marriage Officer for further information.

Cost of marriage services

Lodgement of Notice of Intended Marriage **\$87**

Solemnisation of the marriage **\$148**

Both fees are inclusive of GST.

The solemnisation fee need not be paid at the time of lodgement of the Notice of Intended Marriage. However, it is only once the total cost of **\$235** is paid that confirmation of the date/time will be made.

Marriage fees are subject to change without notice – please check with the Registration Office if you have any doubts.

Cancellation of ceremony

In the event of cancellation, a notice in writing must be received by the Registration Office at least 14 days prior to the date of the ceremony. In these cases, only the solemnisation fee will be refunded. Where the bridal couple requests a change of day or time, new booking arrangements will be negotiated and a suitable day and/or time will be confirmed at no extra charge.

Marriage Certificates

A 'bridal' marriage certificate is given to the couple at the conclusion of the ceremony to be used as a memento of the special occasion. It is not an official marriage certificate endorsed with the Registrar's seal and signature.

Most Government and community organisations will no longer accept 'bridal' certificates as evidence of a marriage or evidence of the bride's change of surname.

Official marriage certificates for Registry marriages are normally available ten working days after the ceremony, however a priority service is available if required. Please check with the Registration Office regarding the application process and fees applicable.

Immigration requirements

One party may lodge a Notice of Intended Marriage if the other party is coming from overseas to marry and then live in Australia. In these cases, the Registration Office will issue a letter verifying that a Notice has been lodged for presentation to Australian Immigration Officers overseas in support of an application for a Fiancé Visa.

A time for the marriage will be negotiated and confirmed when the other party arrives in Australia, documents are sighted and the balance of fees is paid.

If the overseas party has not arrived when the Notice expires, a new Notice may need to be lodged.