Request for New Zealand civil union certificate or copy of record

Tono tiwhikete hononga ā-ture o Aotearoa, tānga rānei

Internal Affairs
Te Tari Taiwhenua

BDM93C

The easiest way to order a certificate is online at govt.nz/bdm.

Use this form if you are unable to order online.

Before you apply

Did the civil union take place in New Zealand?

If the civil union took place overseas you need to order your certificate from that country.

Do you want to use the certificate outside New Zealand?

When you need to use a New Zealand certificate in another country, you might be asked to get the document apostilled or authenticated. Apostilles and authentications are certificates that prove the signature, stamp or seal on a document is genuine.

If you want to use the certificate overseas, go to govt.nz/authentications to find more information.

Do you need a certificate or a copy of the record?

You can order a certificate or a copy of the record. A certificate is a legal official document. A copy of the record contains more information than a certificate and is usually used for research purposes.

If you want to order by post or courier

Complete this form by hand or on-screen using Adobe Acrobat Reader. Print and sign the form by hand.

Send the completed form and any required documents to us. Our address is on the last page of this form.

Timeframe

To view our current timeframes, go to govt.nz/bdmtimeframes.

If you have ordered a certificate, it will be sent by post or courier. Allow extra time for postage.

Contact details

Website: govt.nz/bdm/contactus

Email: bdm.nz@dia.govt.nz

Only use email for queries about the form. Do not email the completed form to us.

Privacy statement

The information collected in your application may be used in statistical analysis and reporting for service improvement and business management purposes. Personal information will only be used where necessary for those purposes.

Data is stored, accessed and retained in accordance with our Privacy Policy, Information Management Policy, and the Department of Internal Affairs (DIA) Code of Conduct which incorporates our ICT and security policies, and in compliance with the Privacy Act 2020 and the Public Records Act 2005.

Fees and entitlements statement

All fees and entitlements are correct as at the form version date. All fees are in New Zealand dollars.

Request for New Zealand civil union certificate or copy of record

Tono tiwhikete hononga ā-ture o Aotearoa, tānga rānei

Internal Affairs
Te Tari Taiwhenua

BDM93C

How to answer this form:

- You can complete this form by hand or on-screen using Adobe Acrobat Reader.
- You can use the Tab key to move to the next fillable form field in Adobe Acrobat Reader.
- You must still print off the application and sign by hand.
- When you see this icon ✋ it means you need to take extra care with your answers.

Section 1: Your details and declaration

This section is about you — the person who is ordering the certificate.

You need to provide some basic information about yourself. This is so we know who is requesting the record. Your name will then be recorded in the access register.

1. Your name

First and middle names

Surname or family name

2. Your name at birth (if different)

First and middle names at birth

Surname or family name at birth

3. Your birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

4. Residential address

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

If you reside outside of New Zealand and are sending your application to New Zealand for processing, we will exclude the GST amount from the application fees.

5. Sign and date

I declare that the information I have given in this application is true and correct. I understand that any person who makes a false statement will be liable on conviction to a fine or imprisonment, or both. I understand the information on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 2021. As part of processing my request, I understand that my identification details will be checked against other records held by the Department of Internal Affairs or other government agencies, as authorised by law. I understand that my name will be recorded on the access register for any non-historical certificates that I order.

Signature

Date signed (dd/mm/yyyy)

Continue to next page of this form.

Section 2: Proof of identity

This section is about you — the person who is ordering the certificate.

We check your details in this form against another identity record.

If you are ordering the certificate on behalf of another person, you will also need to provide their details on page 6 to page 7.

6. Choose one of the following to confirm your identity

(Tick one)

- ☐ I was born in New Zealand
- ☐ I am ordering my child's civil union certificate
- ☐ I am ordering my own civil union certificate
- ☐ I was married or entered into a civil union in New Zealand (provide details below):

Date of marriage or civil union (dd/mm/yyyy)

Town or city of marriage or civil union

- ☐ My child was born in New Zealand (provide details below):

Child's date of birth (dd/mm/yyyy)

Child's full name

- ☐ I am including a copy of one of the following identity documents:
  - Passport (New Zealand or overseas)
  - Driver licence (New Zealand or overseas)
  - Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
  - New Zealand firearms or dealer's licence
  - New Zealand refugee travel document
  - New Zealand emergency travel document
  - New Zealand certificate of identity (issued by Immigration New Zealand)
  - New Zealand certificate of identity (issued under the Passport Act 1992)
  - Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

7. Are you ordering this certificate or copy of record on behalf of another person or a company?

(Tick one)

- ☐ No ▶ Go to 'Section 3: Civil union certificate details' on page 8.
- ☐ Yes, I am acting on behalf of a company ▶ Include a signed request on company letterhead, then go to 'Section 3: Civil union certificate details' on page 8.
- ☐ Yes, I am acting on behalf of another person ▶ Continue to the next question.

8. I am acting on behalf of someone else because: (tick one)

- ☐ I have written authority.
- ☐ I have power of attorney.
- ☐ I am the executor, administrator, or trustee of a deceased person's estate.

Attach a copy of the document that gives you authority to act on behalf of the other person.

9. Details of the person you are acting on behalf of

9a. Person's name

First and middle names

Surname or family name

9b. Person's birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

10. Choose one of the following to confirm the identity of the person you are acting on behalf of

(Tick one)

☐ They were born in New Zealand

☐ They were married or entered into a civil union in New Zealand (provide details below):

Date of marriage or civil union (dd/mm/yyyy)

Town or city of marriage or civil union

☐ Their child was born in New Zealand (provide details below):

Child's date of birth (dd/mm/yyyy)

Child's full name

☐ I am including a copy of one of the following identity documents:

- Passport (New Zealand or overseas)
- Driver licence (New Zealand or overseas)
- Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
- New Zealand firearms or dealer's licence
- New Zealand refugee travel document
- New Zealand emergency travel document
- New Zealand certificate of identity (issued by Immigration New Zealand)
- New Zealand certificate of identity (issued under the Passport Act 1992)
- Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

Section 3: Civil union certificate details

This section is about the people whose civil union certificate you are requesting.

The information you provide will help us to find the record.

11. Details of the people entered into a civil union (required)

11a. Name of person 1 (before the civil union)

First and middle names

Surname or family name

11b. Name of person 2 (before the civil union)

First and middle names

Surname or family name

12. Date of civil union (required)

Date of civil union (dd/mm/yyyy)

13. Place of civil union (if known)

Town or city of civil union

14. Other information (optional)

Providing more information may help us to find the record.

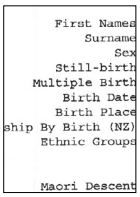
Other information

Section 4: Fees and delivery

15. Quantity and fees


New Zealand
Civil Union Certificate

Civil union certificate


First Names
Surname
Sex
Still-birth
Multiple Birth
Birth Date
Birth Place
ship By Birth (NZ)
Ethnic Groups
Maori Descent

Copy of the record

Enter quantity:

☐	Civil union certificate The certificate will be sent folded.	$35.00
☐	Copy of the record This is a copy of the civil union record usually used for genealogical research and is not a legal document. It will be typed.	$26.00

If the record cannot be found, we will contact you for more information to try to locate it.
If the record still cannot be found, a search fee of $26.00 will apply and this is non-refundable from fees already paid.

Complete payment details on last page of this form.

16. Delivery

16a. Select a delivery method:

Courier costs are subject to change due to inflationary and industry cost pressures. These costs also include a low-value goods levy (where applicable).

☐	I want the certificate(s) sent by standard post	$0.00
☐	I want the certificate(s) or copy of the record couriered to a New Zealand address	$7.00
☐	I want the certificate(s) or copy of the record couriered to an overseas address	$26.00 to $68.00

Australia:	$26.00	Bulgaria, Bosnia-Herzegovina, Cyprus,	
Asia, Pacific:	$36.00	Croatia, Greece, Libya, Macedonia, Malta,	
United Kingdom:	$53.00	Pakistan, Switzerland, Serbia, Ukraine	$68.00
USA:	$50.00	Russia, Iran, Belarus, (delivery via	
Europe		MFAT post):	$64.00
(excluding countries listed):	$54.00	Rest of world:	$62.00

☐	I am ordering a copy of the record and want it emailed	$0.00
☐	I am ordering a copy of the record and want it sent by standard post	$0.00

16b. Enter delivery details:

This is the address that the completed certificate will be sent to.

Delivery name

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

Contact phone number

Email address

17. Payment

Do not post cash or card. Do not email credit card details.

Charge my credit or debit card (Visa, MasterCard, American Express, Prezzy Card):

Card number

Card expiry date

		/		

Name on card

Cardholder's signature

Next steps

Print and sign the form.
Send the form and any required documents to us.

Postal address

Certificate Team
Births, Deaths and Marriages
PO Box 10526
Wellington 6140
New Zealand

Courier address

Certificate Team
Births, Deaths and Marriages
Department of Internal Affairs
Level 2
7 Waterloo Quay
Wellington 6011
New Zealand