



Officiant Questionnaire

Princess Weddings & Functions have put together a Questionnaire you can take when you meet with your officiant / priest. This form should be used as a guide of information and questions that will help in the decision process. It is a good idea to run through this survey before you visit your officiant so you have a rough idea of what information to gather and also you may have some questions you want to ask that is specific to your wedding – you should write these down in the spot available at the end of the questionnaire.

Name of Officiant: _____

Phone: _____ *Mobile:* _____ *Fax:* _____

Email: _____

Website: _____

Are they licensed to perform a legal ceremony? YES / NO

What is the fee and when is it payable: _____

What is included in the fee? _____

What is the refund policy if your wedding needs to be postponed?

Is the officiant willing / able to work with you to co-ordinate your wedding and incorporate extracts you would like performed at your ceremony, or are they restricted by beliefs?

Are you able to write your own vows? YES / NO

Are they free on your wedding date? YES / NO

Do they use a PA system during the service so your guests may hear the ceremony? YES / NO

Does the fee for service include the rehearsal or do you need to pay extra for that? YES / NO

How many meetings will you have with your officiant before your wedding? _____

How will they dress on the day? Formal/Casual? _____

Do they have pre-written ceremonies that can be personalized with your names or do they write ceremonies especially for you? _____

Will they show you a draft of the ceremony before the day so you can make sure you know exactly what's going to be said, by whom. Plus you may want to make sure there are no changes you would like to make.

How many bookings do they take for the day – will they have other ceremonies to perform on that day?

If for some reason they are unable to perform your ceremony after accepting your booking will they arrange an alternative celebrant for you without any further costs to you?

Are there any pre-wedding requirements, such as Pre-Marriage Counselling, required by the officiant before they will perform your ceremony?

Will your officiant arrange the wedding license? YES / NO

What if there is an error on your wedding certificate?

Will they show you a copy of the marriage certificate before it is lodged? YES / NO

Are there any restrictions with respect to music, prayers, readings or any other part of the wedding ceremony?

Do they have some pre-written vows & readings you can choose from or do you need to source these yourself?

How are interfaith marriages handled? (if applicable)

Will the officiant perform a marriage in conjunction with another officiant? (if applicable)

Can they travel to your chosen destination? Is there an extra charge for the travel?

How did you feel after the meeting? Did you feel comfortable with the Officiant? Did they seem to be interested in you as a couple?

Other questions / concerns

*** On the following page is some important information you should know about getting married in Australia. We have also included "Getting Married Overseas", what you need to do, where to get the information from and how to make sure your wedding will be legally recognized in Australia.*

If you have any questions or need advice please feel free to contact our office. Our contact details are:

Phone: 03 8786 7456 Mobile: 0417 223314
Email: info@princessweddings.com.au
Web: www.princessweddings.com.au

We are happy to help in any way we can ☺

.....because every Bride should feel like a Princess

Important Information about getting married in Australia

In Australia, you must comply with following requirements if you wish to be married:

You must both be over 18 years of age

Both people must be 18 years of age or older. People over 16 years of age may be married, but they will require consent from both a judge and both sets of parents.

Give notice of your intention to marry

Generally your 'Notice of Intended Marriage' will be lodged by your wedding officiant or you can obtain a copy of the form available from the Registrar of Births, Deaths and Marriages. This must be lodged not less than one month before and not more than six months before the wedding. To lodge this form there is a small fee involved, however this should be covered in the fees charged by your officiant. Three weeks before your marriage you will need to sign a 'Declaration of Marriage' which simply confirms your intention to marry and states that there is no reason why you cannot be married.

Verify your identity

Before the wedding, you must both verify your identity by producing a number of documents (all in English, or translated by a certified translator):

- Original birth certificate (not a photocopy or an extract) - a passport is acceptable for those who were born outside Australia*
- Decree Absolute (if one of the parties is divorced)*
- Death certificate of previous spouse (if applicable)*
- Citizenship papers (if applicable)*
- Change of name document (if applicable)*
- Relevant documentation according to the demands of your religion - your marriage officiant will tell you if there's anything else you need to consider*

Choose an authorised marriage officiant

In Australia, you must be married in the presence of an authorised person. This can be a minister of religion or a marriage celebrant.

Sign a marriage certificate

The marriage certificate is signed immediately after the conclusion of the marriage service. This must be witnessed and signed by two people over the age of 18. Your officiant will present you with a copy after the ceremony and will then forward the necessary paperwork to the Registry Office to be processed and certified. Only after these papers have been processed are you legally married. A certified copy of your

marriage certificate can be obtained from the Registry Office for a small fee, which you will need for official purposes such as to change your drivers' license or passport.

Once married, you are under legally bound to financially support your spouse and any children that are born as a result of the marriage.

For more information, visit the [local Births, Deaths and Marriages office](#) in your state.

Getting Married Overseas

Before getting married in a country outside Australia you will need to contact the closest embassy, consulate or local representative of the country where you plan to marry, for information about that country's legal requirements for marriage.

You can find a list of foreign embassies, consulates and representatives in Australia at the [Department of Foreign Affairs and Trade](#) (DFAT).

Some countries require a document as evidence that a person is free to marry. This document is called a [single status certificate](#) and is issued by the Registry of Births, Deaths and Marriages.

Additionally, some countries also require a 'Certificate of No Impediment to Marriage'. This certificate is issued by the [Department of Foreign Affairs and Trade](#) and provides evidence that an overseas marriage will be recognised as a valid marriage in Australia.

If you have been previously married and divorced or widowed, you may also need to provide your divorce certificate or your spouse's death certificate as evidence that your previous marriage has ended.

Once married, you need to ensure your marriage is registered in that country and obtain documents as evidence of the event. Evidence of an overseas marriage may include any official, commemorative or keepsake documents couples receive at the time of their ceremony.

While a marriage that occurs overseas cannot be registered in Australia, an overseas marriage will generally be recognised as valid if:

- the marriage is recognised as valid under the law of the country where the marriage took place
- the marriage is between a man and a woman
- both bride and groom are at least 18 years of age, and
- neither bride nor groom is married to any other person at the time of marriage.

If you wish to change your surname after marrying overseas, you may need to register a formal [change of name](#).

Find more information about getting married overseas in the [overseas weddings FAQs](#) on the Births, Deaths & Marriages website.