



*Your Step-by-step guide
to working with a
Celebrant*

Step-by-Step Guide to Working with a Celebrant

1. Contact me

The first step is to [contact me](#) to see if I am available on your preferred wedding date. We can arrange an obligation free meeting to discuss the type of ceremony you would like. I can give you plenty of ideas to help you decide. I will also answer any questions that you may have about your ceremony.

2. Our first meeting in person, Skype, phone or email

During this meeting we will discuss any ideas you have for your ceremony, your vows and the involvement of your family and friends. Once you decide to go ahead with me, a non-refundable booking fee is payable to secure the date, time and location of your ceremony. We will fill out a Notice of Intended Marriage (NOIM) form. This form must be lodged with me no less than 1 month and no longer than 18 months before your wedding date.

At this meeting you will both will need to bring: Your passport OR

- If born in Australia – your Birth Certificate or an official extract.
- If born overseas – your Birth Certificate, official extract, or current overseas Passport. If divorced – Divorce Order.
- If annulled – Certificate of Nullity or Court Order.
- If widowed – the Death Certificate of your previous spouse.
- Photo identification – Passport or Drivers License for each of you.
- Name change – Change of Name Certificate.

If you have changed your name from what is written on your Birth Certificate, you will require a legal document showing the change. All documents must be the *original* documents and in English. If they are not in English they will need to be translated and a certificate of translation is required. You can find a translator at naati.com.au I will give you an information pack and a resource guide full of wonderful wedding ceremony ideas to give you inspiration.

3. Communicate via phone or email

We will communicate via phone and email to make sure your ceremony is exactly the way you want it.

4. 2nd meeting in person/rehearsal – week before

A rehearsal is conducted if you would like one and we will finalise your paperwork.

5. Your wedding day

On your wedding day I will marry you according to Australian law. At the end of your ceremony you will be required to sign 3 marriage certificates. One for you, one for my records and one for the Registry of Births, Deaths & Marriages. You will need 2 people that are over the age of 18 to witness your ceremony and sign the marriage certificates.

Your ceremony will last between 15-30 minutes depending on the content that you choose. After your ceremony I register your marriage with the Registry of Births, Deaths & Marriages and...

May you live happily ever after!



Diana Kelly Celebrant

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