

Application for Appointment as a Civil Union Celebrant



Te Tari Taiwhenua

Complete and post to: **Celebrant Administration**
Births, Deaths and Marriages
PO Box 10 526
WELLINGTON 6143

If you have questions:
 Email : celebrants@dia.govt.nz
 Call free : 0800 22 52 52

I apply to be appointed as a civil union celebrant:

1. Personal details

[Appointed civil union celebrants' current names are published in the New Zealand Gazette and at \[www.bdm.govt.nz\]\(http://www.bdm.govt.nz\)](#)

Current name

Name at birth, if different from above

Date of birth Place of birth Country of birth
(if not New Zealand)

Ethnicity

2. Contact details

[Appointed civil union celebrants' residential addresses are published in the NZ Gazette and at \[www.bdm.govt.nz\]\(http://www.bdm.govt.nz\)](#)

Residential address

Flat number (if applicable) Street number Street name

Suburb or rural locality Post code

City or town

Postal address (if different from above)

Line 1 of address

Suburb or rural locality Post code

City or town

Email (your home email address is preferred) [Annual civil union celebrant renewals are by email](#)

Daytime phone number

Alternative daytime phone number

[Continued on next page...](#)

Office Use Only

Received date Ref Year

There are three main criteria for the appointment of civil union celebrants:

1. The applicant will conscientiously perform the duties of a civil union celebrant under Civil Union Act 2004 and the Births, Deaths, Marriages, and Relationships Registration Act 1995; and
2. It is in the interests of the public generally, **or** of a particular community (whether defined by geography, interest, belief, or some other factor) that the person be a civil union celebrant; and
3. The applicant is of good character.

3. Need for appointment - Why it is in the interests of a particular community and/or the public in general that you should be appointed as a civil union celebrant

3a) Describe why it is in the interests of a particular community that you be appointed as a civil union celebrant:

Important

You may identify one or more particular communities (whether defined by geography, interest, belief, or some other factor).

You **must** provide written evidence from **at least two people** within the community itself that shows a want or a need for your appointment as a civil union celebrant. The written evidence must clearly state support for your appointment and the reasons why and how your appointment is in the interests of a particular community. The following two pages are provided for that purpose - please print more pages as required.

If a community you identify is based on your ability to speak a language other than English, you **must** include written evidence from others supporting your ability to solemnise a civil union in that language.

Community name

Description of community

Describe why you believe it is in the interests of this community for you to be appointed as a civil union celebrant

[If more than one community continue on a separate sheet](#)

Written evidence from Person 1, who is a part of the community identified

Instructions for Person 1 - The statement you make below should show a want or a need for the applicant's appointment as a civil union celebrant in your particular community, which the applicant has identified in their application

Name of the person applying to be a civil union celebrant

Applicant's name

Particular community identified by applicant that you are a part of

Describe the particular community

Describe why your particular community wants or needs the applicant appointed as a civil union celebrant

Person 1's name

Person 1's signature

Date signed

Daytime phone number or email address

Written evidence from Person 2, who is a part of the community identified

Instructions for Person 2 - The statement you make below should show a want or a need for the applicant's appointment as a civil union celebrant in your particular community, which the applicant has identified in their application

Name of the person applying to be a civil union celebrant

Applicant's name

Particular community identified by applicant that you are a part of

Describe the particular community

Describe why your particular community wants or needs the applicant appointed as a civil union celebrant

Person 2's name

Person 2's signature

Date signed

Daytime phone number or email address

3. Need for appointment - continued...

If you wish to apply under the criteria that it is in the interests of the New Zealand public in general, that you are appointed as a civil union celebrant answer 3b).

3b) Specifically identify the reasons why it is in the interests of the New Zealand public in general that you be appointed as a civil union celebrant:

[Continue on a separate sheet, if necessary](#)

4. Conflict of interest

This section must be completed by all applicants.

A conflict of interest can arise where two different interests overlap - where your duties or responsibilities as a civil union celebrant could be affected by some other interest or duty that you may have. 'Some other interest' may exist because of:

- a role or relationship that you have; or
- your financial affairs; or
- something you have said or done.

An example of a conflict of interest is where, for instance, you are applying to be civil union celebrant when you are already a Registrar of Civil Unions who interviews prospective celebrants. The conflict of interest is that there may be a perception that you may not be impartial with your report back to the Registrar-General.

All conflicts of interest whether real or perceived must be considered to ensure there is continued public trust and confidence in the role of the civil union celebrant.

All conflicts of interest should be disclosed for the benefit of transparency and impartiality, no matter how minor you think they may be. You are recommended to state how the risk of any conflict of interest may be mitigated or avoided.

If you have any questions about conflicts of interest please contact Births, Deaths and Marriages or for guidance refer to:

- Managing conflicts of interest: Guidance for public entities <http://www.oag.govt.nz/2007/conflicts-public-entities>
- Code of conduct for the State Services <http://www.ssc.govt.nz/display/document.asp?NavID=311>

ANSWER BOTH 4a) AND 4b)

4a) I am currently, or have been an employee within the last 2 years, of (tick as many boxes as necessary):

- Department of Internal Affairs
- Ministry of Justice
- Local Authority that issues marriage and civil union licences
- None of the above

4b) There is a conflict or perceived conflict of interest because of some other interest or duty that I have:

- No conflict of interest exists
- Yes one or more conflicts of interest exist – Explain below and also how the conflict may be lessened or avoided:

[Continue on a separate sheet, if necessary](#)

5. Good character requirement

5a) Do you have any criminal convictions?

- Yes - attach details
- No

You are not required to disclose any convictions covered under the Criminal Records (Clean Slate) Act 2004. For more information about the Criminal Records (Clean Slate) Act 2004 please contact the Ministry of Justice or refer to: <http://www.justice.govt.nz/privacy/clean-slate.html>

5b) Two people (other than family) over the age of 16 years of age must complete and sign below:

Person A

I
(full name)

have known the applicant for years and declare that he/she is a person of good character.

I fully support their application to be a civil union celebrant.

Person A Signature Date signed

Daytime phone number or email address

Person B

I
(full name)

have known the applicant for years and declare that he/she is a person of good character.

I fully support their application to be a civil union celebrant.

Person B Signature Date signed

Daytime phone number or email address

6. Applicant's declaration

I declare that the information about me that is entered on this form is true and correct, and that if appointed I will conscientiously perform the duties of a civil union celebrant under the Civil Union Act 2004 and under the Births, Deaths, Marriages, and Relationships Registration Act 1995.

Applicant's Signature Date signed

- 1. The Registrar-General will consider your application and **if appropriate** refer it to your local Registrar of Civil Unions for a formal interview.
- 2. You **cannot** take bookings for civil unions **nor** solemnise a civil union unless your application is approved.