

Civil Union Celebrant Application

Please complete all of the enclosed application form, which is provided to assist with the consideration of any such appointment pursuant to section 26 of the Civil Union Act 2004.

There are three main criteria that must be considered when making such appointments:

- An applicant must be a person of good character; and
- An applicant must conscientiously perform the duties of a civil union celebrant; and
- There must be evidence that an appointment as a civil union celebrant is in the interests of, either:
 - the public generally; or
 - of a particular community (whether defined by geography, interest, belief, or some other factor).

Additionally, when considering an appointment the Registrar-General also considers any conflicts of interest that may exist or may be perceived to exist.

The application form provides you with the opportunity to establish your credentials for appointment.

You are also asked to provide **two recent original** (i.e. not a photocopy), **signed and dated** testimonials that vouch for your character and your ability to perform your duties conscientiously as a **civil union celebrant** – the testimonials must make explicit reference to the referees support for your appointment as a civil union celebrant. These are to be attached to your application.

The Registrar-General will consider your application, and if necessary will refer it to your local Registrar of Civil Unions, who **may** call you in for a formal interview.

Please note that if you are appointed, your name and residential address will be published in the New Zealand Gazette and on the Department of Internal Affairs website www.dia.govt.nz.



Application for Appointment as Civil Union Celebrant

I apply to be appointed as a civil union celebrant in accordance with section 26 of the Civil Union Act 2004. I provide the following information in support of my application:

Personal Details

Title	Mr Mrs Ms Miss		
Full Name			
Date of Birth		Place of Birth	
Gender	Male Female	Ethnicity	

Personal Qualities

Other language skills	
Unique services or qualities	

Good Character Requirements

Any criminal convictions?	<p>Note: 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</p> <p>Yes / No</p> <p>If Yes, please describe:</p>
Community status/ interest:	

(affiliations, appointments, clubs, organisations)

Need For Appointment

Complete either, or both, part A and B. **If necessary continue on a separate sheet.**

Part A:	It is in the interests of the public generally that I am appointed because...
Part B:	<p><i>Note: You are expected to provide evidence of support from the particular community.</i></p> <p>It is in the interests of a particular community (whether defined by geography, interest, belief, or some other factor) that I am appointed because...</p>

Testimonial Contacts

Please ensure you have forewarned the persons who have written your testimonials that they may be contacted directly by a Registrar of Civil Unions. Please attach the **two recent original, signed and dated** testimonials to the front of this application. Please ensure the testimonials make explicit reference to the referee's support for your application to be a **civil union celebrant**.

Testimonial 1	
Full name	
Address	
Daytime Phone Number	()

Testimonial 2	
Full name	
Address	
Daytime Phone Number	()

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> (includes case studies)
- “Code of conduct for the State Services” <http://www.ssc.govt.nz/display/document.asp?NavID=311>

<p>Conflict of Interest</p>	<p>1. I am currently, or have been an employee within the last 2 years, of (tick as many boxes as necessary):</p> <p><input type="checkbox"/> Department of Internal Affairs</p> <p><input type="checkbox"/> Ministry of Justice</p> <p><input type="checkbox"/> Local Authority (e.g. council employee)</p> <p><input type="checkbox"/> None of the above</p> <p>2. There is a conflict or perceived conflict of interest (tick one box):</p> <p><input type="checkbox"/> No conflict of interest exists – Go directly to the Contact Details section</p> <p><input type="checkbox"/> Yes one or more conflicts of interest exist – Print the details here...</p>
<p>Mitigation (how any risks of a conflict of interest can be lessened or avoided)</p>	

Contact Details

Please ensure you advise BDM immediately of any changes to your contact details.

Physical Address		Postal Address (if different)	
Flat number (if applicable)		Flat number (if applicable)	
Street number and name		Street number and name	
Suburb or rural locality		Post office box	
City, town or district		Suburb or rural locality	
Postcode		City, town or district	
		Postcode	

Work Address		Contact Numbers	
Occupation		Home	()
Employer		Mobile	()
Flat number (if applicable)		Work	()
Street number and name		Facsimile	()
Post office box		Email	
Suburb or rural locality			
City, town or district			

Checklist:

- All sections have been completed; and
- Two written and signed testimonials are attached to the front of this application.

Declaration

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.
Signature	
Full Name	
Date	

Mail this application to: **Celebrant Application
Births, Deaths and Marriages
PO Box 10 526
WELLINGTON 6143**

30 June 2010