

## **Dissolution of Marriage CHECKLIST**

- Do you have the 3 documents? I.e. the application, affidavit and information sheet (yellow sheet).
- Is the full name of the deponent(s) clearly written?
- Is one party domiciled in New Zealand?
- Identify the documents as either a single or joint application.
- Has the separation period been at least 2 years and 1 day?
- Have you correctly annexed the marriage certificate "A" and separation agreement "B" (if any) to the affidavit and endorsed the documents themselves?
- Do you have the original marriage certificate or a certified copy from BDM?
- Are the details regarding children complete?
- Have you checked that all sections of the affidavit are complete?
- That options that DO NOT apply are crossed out by deponent(s) and initialled?
- Have you and the deponent(s) initialled each page (except the signing page)
- Are the documents filled in with an ink or biro pen?
- Have you administered the oath or affirmation correctly?
- Have you noted in the appropriate places whether the affidavit was sworn or affirmed, (crossed out the alternative)?
- Have you signed and noted your designation in the jurat and made a note in your diary?