



Change of Name for an Adult (18 years or over)

This application can be used to register a change of name for a person if:

- Their birth is registered in NSW, or
- Their birth is registered interstate and they are living in, or ordinarily a resident of NSW, or
- They were born overseas and are an Australian citizen or permanent resident of Australia and are living in, or ordinarily reside in NSW.

How to complete this application

Please read the instructions carefully. All sections of this form must be completed. Please use blue or black ink and BLOCK letters to complete this form. All corrections must be initialled. Do not use white out.

If you have changed your name with any Registry office in Australia in the last 12 months your application can only be approved with the consent of the Registrar upon consideration of your reason for the change.

1. This application includes two (2) forms (Statutory Declaration and Payment Details) which must be completed and given to the Registry with the appropriate identification and fee.
2. All sections must be completed to ensure your application can be processed quickly. A checklist is provided to assist you. Incomplete applications will experience a delay and may be returned to you or refused.
3. Please provide at least three (3) forms of identification with your application (see Identification categories). A qualified witness* must certify photocopies of identification documents as being "true and correct copies" (see page 5).
4. If you have changed your name, or used a different name previously, you will need to provide evidence of usage. Please record all these names on the Statutory Declaration form. These names will be recorded on your certificate. There are penalties in place if you knowingly provide incorrect information and your application may be refused.
5. The Registry reserves the right to limit the number of Changes of Name per person.
6. Write your present residential address on the Statutory Declaration form. A post office box is not acceptable. You can record your postal address on the Payment Details form.
7. Ensure your signature on the Statutory Declaration form is witnessed by a qualified witness*. The qualified witness must complete their name, address and daytime telephone number.
8. The fee for registering a Change of Name includes either a Change of Name Certificate or a Birth Certificate.
9. If your application is unsuccessful you may only be refunded the certificate fee.
10. The Registry will NOT ACCEPT faxed applications OR faxed identification documents.
11. Overseas documents must be translated into English by an accredited translator.

Certificate fees

See separate *Fees for Products and Services* flyer.

Guarantee of our service

Registering a *Change of Name for an Adult* and producing a certificate within our guarantee of service, applies only to applications that meet all *Change of Name for an Adult* registration requirements.

- Urgent applications lodged in person at the Registry are ready for collection after 24 hours.
- Non-urgent applications lodged in person at the Registry are ready for collection after five (5) working days.
- Urgent mail applications will be sent by registered post the next working day after they are received and will incur a postage and handling fee.
- Non-urgent mail applications will be sent by registered post five (5) working days after they are received and will incur a postage and handling fee.

The times stated above begin from receipt of the application at the Registry until the certificate leaves the Registry's premises. If your application is incomplete, the times stated do not begin until your application complies with the Registry's requirements.

Statutory Declaration to Register A Change of Name – Adult (18 years or over)

(Births, Deaths and Marriages Registration Act 1995)

OFFICE USE ONLY

CON NO. _____

The Registrar may not register a change of name unless satisfied:

- of the identity and age of the person whose name is to be changed; and
- that the change of name is not sought for a fraudulent or other improper purpose.

Details to be completed by the person whose name is being changed

I, _____
(full name presently being used)

of _____
(present residential address)

Suburb _____ Postcode _____

Phone Number _____
(daytime phone number) (other phone number)

declare

I have read all the instructions contained in this document. I do solemnly and sincerely declare that the new name stated below will be used by me for all purposes in the future and is not sought for fraudulent or improper purposes. I understand it is a punishable offence to give false information in this application. My former name(s) will not be used and I understand that a further change of name can only be registered with any Registry in Australia in the next 12 months if there are exceptional circumstances.

New name you want to register – to use for all purposes

Family Name _____

Given Name/s _____

Name at birth – original name recorded on your Birth Certificate

Family Name _____

Given Name/s _____

Sex (M/F) _____ born on / / _____ (dd/mm/yyyy)

Born at _____
(full place of birth – City/State/Country) If not NSW born you must provide evidence of your place of birth.

Father's full name _____
(as recorded on your Birth Certificate)

Mother's full name _____
(as recorded on your Birth Certificate)

Name you are using at present

Family Name _____

Given Name/s _____

Previous names – Please list all previous names you have used. Please provide evidence of how you have changed your name.

Family Name	Given Name/s	Date Changed	Where Changed

Full reason(s) why you are changing your name (you must be specific e.g. one or two word reasons such as “personal” is not acceptable).

If your birth is registered in NSW

If your birth is registered in NSW, you may have your new name recorded on your Birth Certificate. An endorsement stating your previous name/s will appear at the bottom of the certificate.

If you choose not to have your new name recorded on your Birth Certificate an endorsement referring to your change of name registration will appear at the bottom of the Birth Certificate. **For identity purposes it will be necessary to show a Birth Certificate and Change of Name Certificate.** A fee will be payable if you require your new name to be recorded on your Birth Certificate at a later date.

Do you want your new name to be recorded on your NSW Birth Certificate?

YES (If 'yes', you must return your NSW Birth Certificate/Birth Card and NSW Change of Name Certificate (if applicable) with this application)

NO

Please indicate which certificate/s you require.

Birth Certificate **Change of Name Certificate** (required if your new name is not recorded on your Birth Certificate)

If your birth is not registered in NSW

If your birth is registered in another state or territory within Australia, we will advise the appropriate State or Territory of your change of name.

Have you previously registered a Change of Name with the NSW Registry of Births Deaths & Marriages?

YES (If 'yes', you must return any NSW Change of Name Certificate or Birth Certificate you have in your possession)

NO

and I make this solemn declaration conscientiously believing the same to be true and correct and by virtue of the provisions of the Oaths Act 1900.

I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish my identity and eligibility for this *Change of Name for an Adult* to be registered.

Signature of person whose name is being changed

A qualified witness* must witness your signature, please see page 5. The qualified witness must complete their name, address and daytime telephone number.

Signature of Applicant (name you are using at present)

DECLARED at _____ in the State of _____ on / /20

BEFORE ME (signature of JP or qualified witness*)

Witness daytime phone number

Name and address of witness (block letters)

JP No.

Tick correct title of witness: Justice of the Peace Notary Public Legal Practitioner (holding a current practising certificate)
 A person authorised to administer an Oath under Section 26 of the Oaths Act 1900

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence under Section 57 of the Births, Deaths and Marriages Registration Act 1995.

Section 57 – False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under section 44 of this Act (Registrar’s powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence.

Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

Identification

- Photocopies of identification must be certified by a qualified witness* (see below) as being “true and correct copies” of the originals.
- You must establish proof of your original name and all other names used.
- If you have previously registered a change of name with the NSW Registry of Births Deaths & Marriages, you must return your Change of Name Certificate with your application.

To protect your privacy, the Registry requires proof of your identity.

If you were born in NSW

- Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3.
- If you are unable to provide identification from Categories 1 and 2, **you must** still provide at least three (3) forms of identification. At least two (2) of these **must be** from Category 3.

If you were born interstate or overseas

- You must provide at least one (1) form of identification from Category 1. This identification should confirm your name, full date of birth and place of birth. If you were born overseas and your Category 1 document does not contain your name, full date of birth and place of birth, you must also provide a passport, full Birth Certificate or Certificate of Evidence of Resident Status# containing this information. If the Birth Certificate is in another language, you must provide a translation by an accredited translator, and
- You must also provide at least another three (3) forms of identification, one of each from Categories 2, 3 and 4.
- If you are unable to provide identification from Category 2, **you must** still provide at least three (3) forms of identification. At least two (2) of these **must be** from Category 3 and one from Category 4.

#Certificate of Evidence of Resident Status can be obtained from the Department of Immigration and Citizenship: www.immi.gov.au

All documents, except foreign passports, must be current.

CATEGORY 1	CATEGORY 2	CATEGORY 3
If born in Australia: <ul style="list-style-type: none"> • An Australian Birth Certificate Record of immigration status: <ul style="list-style-type: none"> • Citizenship Certificate • Certificate of Evidence of Resident Status • New Zealand Citizenship Certificate together with passport • New Zealand Birth Certificate 	<ul style="list-style-type: none"> • Australian Driver's Licence • Australian Passport • Firearms Licence • Foreign Passport 	<ul style="list-style-type: none"> • Medicare Card • Credit or Debit Card • Centrelink or Department of Veterans Affairs Card • Security Guard/Crowd Control Licence • Tertiary Education Institution ID Card
CATEGORY 4		
<ul style="list-style-type: none"> • Recent utility account with current residential address • Bank statement with current residential address 		

*Qualified witness

The following persons can certify photocopies of documents as being “true and correct copies” of the originals and can also witness your signature.

- Justice of the Peace
- Notary Public
- Legal Practitioner (holding a current Practising Certificate)

Checklist to assist you in completing your application

- I have read the instructions carefully.
- I have completed the Statutory Declaration to *Change of Name for an Adult (18 years or over)*.
- My signature on the Statutory Declaration form has been witnessed by a qualified witness.
- I have included the required forms of identification with this application.
- All copies of identification have been certified as being “true and correct copies” by a qualified witness.
- I have completed the Payment Details form.

Your right to privacy

The NSW Registry of Births Deaths & Marriages administer the Births, Deaths and Marriages Registration Act 1995 for NSW. The information required on this form is collected under the provisions of this Act and forms the basis for the registration of a change of name. The change of name register is part of the civil records of NSW and is a permanent historical record. However, these records are not available for public scrutiny.

The information held in the Register may be used for statistical, law enforcement and other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies ^ and to authorised non-government agencies.

For more information about the privacy and disclosure of change of name registration data or how you may access information after it has been collected by the Registry, please telephone the Registry on 1300 655 236.

^ This includes the Passports Office, the Department of Immigration and Citizenship and the Roads and Traffic Authority.

How to lodge this application

Please post your application with your identification and payment to:

NSW Registry of Births Deaths & Marriages
GPO Box 30
Sydney NSW 2001

Or visit a Registry office:

- 35 Regent Street, Chippendale, Sydney NSW 2008
Monday to Friday 8.00am – 4.30pm
- 95 Tudor Street, Hamilton, Newcastle NSW 2303
Monday to Friday 8.00am – 4.30pm
- 2/74 Kembla Street, Wollongong NSW 2500
Monday to Friday 8.00am – 4.30pm

Telephone: 1300 655 236

TTY: 9354 1371

www.bdm.nsw.gov.au

If you require further information or need advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



NSW Registry of
Births Deaths & Marriages

Attorney General's
department of nsw

www.bdm.nsw.gov.au