

Application for a Replacement Change of Name Certificate

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521
GPO Box 30 Sydney NSW 2001 Tel: 1300 655 236

Your certificate will be mailed to you if your application was received by post and will be charged a postage and handling fee.
See separate "Fees for Products and Services" flyer.

Standard Urgent International Express Post

Please PRINT clearly in BLACK pen. Start at the left. Write one letter in each box. Leave one box between words. Please complete all details.

APPLICANT'S DETAILS (details of person completing this form). Please provide at least (3) certified copies of identification with your application.

Family Name

Given Name/s

Street Address

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

I certify that I understand the provisions overpage on "Identification, Privacy & Disclosure" and that the information I have provided is true and correct.

Your relationship to the Registered Person (e.g. self, parent, guardian)

Reason Certificate is Required (eg. passport)

Signature of Applicant

Daytime Phone Number ()

Other Phone Number ()

DETAILS OF CERTIFICATE REQUIRED

Current Family Name

Current Given Name/s

Date of Birth / / Male Female

Place of Birth

State Country

Please provide at least three (3) certified copies of identification with your application. See the back of this form for further details.

PREVIOUS NAME

Family Name

Given Name/s

PAYMENT DETAILS (Complete this section for mail applications only)

Enclosed is a Cheque* /Money Order for \$. OR Please Debit my: MasterCard AMEX Visa \$ (Cheques should be made payable to the 'NSW Registry of Births Deaths & Marriages')

Card Number

Name of Cardholder Expiry Date

Signature of Cardholder

*Personal/company cheques are not accepted for urgent applications.



This application form can be used to apply for a replacement copy of an existing Change of Name Certificate.

Certificate entitlement

If you are applying for your own certificate, you must provide:

1. Three (3) copies of your own identification (see below).

If you are applying for a certificate on behalf of another person, you must provide:

1. A letter giving permission from the person named on the certificate or if deceased, their next of kin. Please include their address, daytime telephone number and signature.
2. Three (3) copies of identification from the person giving permission (see below).
3. Three (3) copies of your own identification (see below).

Identification

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.

All documents except foreign passports must be current.

Photocopies must be certified as true copies of the original by a Qualified Witness (e.g. Justice of the Peace; Notary Public; Legal Practitioner with current Practising Certificate; person authorised to administer an Oath under S.26 of the Oaths Act 1900).

Category 1	Category 3
<p>If born in Australia:</p> <ul style="list-style-type: none"> • An Australian Birth Certificate <p>Record of immigration status:</p> <ul style="list-style-type: none"> • Citizenship Certificate • New Zealand Citizenship Certificate together with passport • New Zealand Birth Certificate 	<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 2	Category 4
<ul style="list-style-type: none"> • Australian Driver's Licence • Australian Passport • Firearms Licence • Foreign Passport 	<ul style="list-style-type: none"> • Recent utility account with current residential address • Bank statement with current residential address

Privacy

To protect your privacy, the Registry requires proof of your identity. In line with the *NSW Births, Deaths and Marriages Registration Act 1995* and the *Privacy and Personal Information Protection Act 1998*, the Registry collects information to determine your eligibility to obtain a certificate and to prevent fraud. Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information on privacy please visit our website.

Disclosure of Information

When you complete this application form, we assume that you consent to the release of information provided by you, to those agencies who may be able to validate that information in support of your application.

This information may be provided to agencies including (but not limited to) other Registries of Births, Deaths & Marriages, Law Enforcement agencies, Department of Foreign Affairs and Trade (DFaT), Department of Immigration and Citizenship (DIAC), and motor vehicle or driver licencing authorities. Usually these referrals will be to simply verify the documents or other evidence that you have provided us in making your application for a certificate. If there are discrepancies, we may require you to correct any errors with the issuing agency, before being able to process your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Lodging your application

You can order your certificate by post at GPO Box 30, Sydney NSW 2001 or in person at a Registry office:

- 35 Regent Street, Chippendale NSW 2008
- 95 Tudor Street, Hamilton NSW 2303
- 2/74 Kembla Street, Wollongong NSW 2500
- 160 Marsden Street, Parramatta NSW 2150

Office hours are Monday to Friday – 8.00am to 4.30pm

Tel: 1300 655 236 TTY: 9354 1371

www.bdm.nsw.gov.au

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Registry of Births
Deaths & Marriages
Attorney General & Justice