



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
- They were born overseas and have been resident in NSW for at least 3 consecutive years immediately preceding the date of the application, or
- Their birth is not registered in NSW and a protection order has been made for the person and/or their children from domestic violence.

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 or have registered three (3) previous changes of name within Australia, your application can only be approved with the consent of the Registrar upon consideration of your reason for the change. This does not include change of name because of marriage, and does not affect an Australian or New Zealand Court Order.

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 6).
4. Photo identification must be provided.
5. It is a requirement of the applicant to inform the Registrar if they have a criminal record.
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. A processing fee applies if you decide not to proceed with the application, or are unable to complete the process. Only the certificate fee will be refunded in these circumstances.
10. The Registry will NOT ACCEPT faxed applications OR faxed identification documents.
11. Overseas documents must be translated into English by an accredited translator.

Referral to other agencies and consent to release information.

When you complete this application form, we will 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, 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 Certificate Validation System (CVS) and the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using CVS and/or DVS.

Certificate fees

See separate *Fees for Products and Services* flyer.

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.

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).

Have you ever been convicted of a criminal offence that is punishable by imprisonment for 12 months or more?

YES

NO

A conviction includes the making of an Order under S.10 of the Crimes (Statutory Procedure) Act 1999. A conviction does not include a spent conviction.

If you were born in NSW

All previous change of name and birth certificates in your possession must be returned to the Registry when lodging application as they are no longer valid.

You may have your new name recorded on your birth certificate and an endorsement stating your previous name/s will appear at the bottom of the certificate.

OR

You may choose NOT to have your new name recorded on your birth certificate. An endorsement referring to your change of name must appear on the bottom of your birth certificate.

Do you want your new name to be recorded on your NSW birth certificate?

YES (you will receive a new birth certificate only)

NO (you will receive a change of name certificate and must also purchase a new birth certificate)

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* (see page 6) must witness your signature and 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 page 6) as being “true and correct copies” of the originals.
- You must establish proof of your original name and all other names used.

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

If your birth is registered 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, other photo identification must be provided. You must still provide at least three (3) forms of identification. At least two (2) of these must be from Category 3.
- If your identification documents do not show your current residential address please provide a current bank statement or utility bill (water, electricity, gas, landline telephone, etc).

If your birth is registered outside of Australia

- 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 your birth is not registered in Australia and your Category 1 document does not contain your place of birth, you must also provide a passport (current or expired) or a full birth certificate 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. (Photo identification is required).

All documents must be current and you may be asked to provide additional information from any category listed below.

| CATEGORY 1 | CATEGORY 2 | CATEGORY 3 |
|---|---|--|
| If born in Australia: • A NSW Birth Certificate Record of immigration status: • Citizenship Certificate • New Zealand Citizenship Certificate together with passport • New Zealand Birth Certificate | • Australian Driver's Licence • Australian Passport • Firearms Licence • Foreign Passport • RTA Photo ID Card | • 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

- Proof of current address (documents which have been mailed to your home address)
- Residency in NSW for a period of 3 or more consecutive years. For example:
 - Bank statements for the past 3 years showing a NSW address
 - Rates notices for the past 3 years in applicant's name showing address and proof of payment
 - Lease agreements showing 3 consecutive years residency in NSW
 - Utility accounts (water, electricity, gas, landline telephone etc) for the past 3 years showing NSW address

If you are unable to provide current photo identification complete this section

You must provide one recent colour passport size photograph signed on the back by a Guarantor.

Declaration and signature of Guarantor

The Guarantor must:

- Not be related by birth or marriage to the person changing their name
- Not be a de facto partner of the person changing their name
- Not live with the person at the same address
- Have known the person for at least 12 months
- Be 18 years of age or over
- Endorse the back of the photograph by writing “this is a true photo of” (the person's full name) and signing their own name

Family name of Guarantor

Given names

Residential address (PO boxes cannot be accepted)

Postcode

Date of birth (dd/mm/yyyy)

Sex

Male

Female

Length of time you have known person changing their name

I declare that the information I have provided is true and correct and that I qualify to be a Guarantor for the person changing their name in this application. I authorise the Registry of Births, Deaths & Marriages to make enquiries with any organisation or individual to verify the information.

Signature of Guarantor

Date signed

Daytime telephone number

Payment details for a Change of Name – Adult

*Your certificate will be mailed to you if your application is received by post and will incur a postage and handling fee.

See separate "Fees for Products and Services" flyer.

Certificate(s) you wish to receive

- Birth Certificate (NSW registered births only)
- Change of Name Certificate

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 (Name you are using at present)

Family Name

Given Name/s

Street Address

Suburb State Postcode

Postal Address (if different from above)

Suburb State Postcode

Email

Signature of Applicant

Daytime Phone Number ()

Other Phone Number ()

DETAILS OF NAME AT BIRTH

Family Name at Birth

Given Name/s at Birth

Date of Birth

NEW NAME IN FULL (New name you want to register)

Family Name

Given Name/s

PAYMENT DETAILS (complete this section for mail applications only) See separate "Fees for Products and Services" flyer

Enclosed is a Cheque*/Money Order for \$ (Cheques should be made payable to the 'NSW Registry of Births Deaths & Marriages')

OR Please Debit my:

AMEX

MasterCard Visa \$

Card Number Expiry Date

Name of Cardholder

Signature of Cardholder

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



*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 including photo identification.
- All copies of identification including photo ID have been certificated 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 by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies (including Passports Office, Department of Immigration and Citizenship, and RTA) and to the 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.

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 contact 1300 655 236 to make an appointment to lodge your application in person at Chippendale or Parramatta office.

Registry Office Locations:

- 35 Regent Street, Chippendale, Sydney NSW 2008
Monday to Friday 8.00am – 4.30pm
- 160 Marsden Street, Parramatta, Sydney NSW 2150
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

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.

Telephone: 1300 655 236

TTY: 9354 1371

