

Application to register a change of name for a child (under 18 years)



Births Deaths and Marriages Registration Act 1995

Eligibility

Applications to change a child's name in NSW will be accepted if:

- the child's birth is registered in NSW
or
- the child was born overseas and was resident in NSW for at least 3 consecutive years immediately before the date of application
or
- the child's birth is not registered in NSW and a protection order has been made for the child and/or their parents from domestic violence.

If you don't meet the above criteria please contact the Registry for further information.

Instructions for completing this application

1. Complete all sections

- Use black ink and write in BLOCK letters. Ensure all corrections are signed. Do not use white out.

2. Identification documents (ID)

- To protect your privacy, the Registry requires proof of your identity. Provide at least (3) three forms of ID with your application for each parent and child.
- You must provide photo ID of both parents or person with parental responsibility, and child (if 12 years of age or older).
- Overseas documents must be translated into English by an accredited translator.

3. Qualified witness

- All photocopies of ID must be certified by a qualified witness as being true and correct copies of the originals. The following persons can certify and also witness your signature.
 - » 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*.

4. Statutory Declaration/s

- Record all previous names used by your child. There are penalties if you knowingly provide incorrect information.
- Write your present residential address. A Post Office box is not acceptable. Record your postal address on the payment details form.
- Ensure your signature/s are witnessed by a qualified witness. The qualified witness must complete their name, address and daytime telephone number.

5. Child's details

- If your child is 12 years of age or older, they must consent to the changed name, unless there are exceptional circumstances.
- You are required to disclose if your child has a criminal record.

6. Parental consent

- Where a child's birth certificate has two parents recorded, the consent of BOTH parents is required to change the child's name. Two Statutory Declarations are provided, one for each parent.
- Where details of only one parent appears on the birth certificate, only that parent's consent is required.
- If one of the registered parents of the child refuses or their whereabouts are unknown, an order to change the child's name issued by an Australian court will be accepted.
- If one of the registered parents of the child is deceased, the death certificate of that parent is required.
- If one of the registered parents of the child cannot be found or for some other reason cannot exercise their parental responsibilities in relation to the child, the person allocated parental responsibility by a court may apply to register a change of name for the child.

7. Payment details

- The fee for registering a change of name includes either a change of name certificate or a birth certificate. If you don't complete the application process, only the certificate fee can be refunded.

Lodging an application

- If you have an appointment for a change of name interview at a Registry Office, provide your original ID documents so that a Registry Officer can certify them.
- If applying by post, attach photocopies of ID certified by a qualified witness (see page 1).
- If you are unable to provide official photo ID, you must attach a passport size photograph that has been witnessed and signed by a guarantor (see page 12).
- All signatures must be witnessed by a qualified witness (see page 1).
- Original copies of birth and/or change of name certificates previously issued by the Registry must be returned with your application.
- Incomplete applications will cause delays and may be returned or refused.

Additional information

All change of name applications are recorded in the Register for fraud protection.

Can a child's change of name be refused?

- Yes. The Registrar is authorised under the Act to refuse your application if you are ineligible, or wish to change a child's name to a "prohibited name", or it is revealed you may be seeking the change of name for a fraudulent or other improper purpose, or proof of identity is insufficient.

How often can I change a child's name?

- If you have changed a child's 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 after consideration of your reason for the change. This does not affect an Australian or New Zealand Court Order.

Unsuccessful Applications

- You will be notified by the Registry if your application is unsuccessful. If you do not respond to the Registry within 60 days your application will be cancelled. You will be refunded the certificate fee only.

False representation

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.

How we deal with your information

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *Births, Deaths and Marriages Registration Act 1995* (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. The public do not have access to these records.

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 motor vehicle or driver licencing authorities) and to authorised non-government agencies.

To protect your privacy, the Registry requires proof of your identity. In line with the *Privacy and Personal Information Protection Act 1998*, the Registry is collecting this information so that it can determine your eligibility to perform a change of name, to obtain the requested certificate and to prevent fraud.

For further information on privacy please visit our website at www.bdm.nsw.gov.au

Disclosure of 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, 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) or the National Document Verification System (DVS). Documents issued by this office may also be verified by other organisations using Certvalid and/or DVS.

Fees and turnaround times

Refer to our website for fees and turnaround times.

How to lodge this application

By Post

Please post your application with your identification and payment to:

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

OR

In Person

Contact us on 1300 655 236 to make an appointment to lodge your application in person.

The Registry does not accept faxed applications.

Registry office locations and hours

Monday to Friday 8.00am – 4.30pm

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

Language assistance service is available by phoning Translating and Interpreting Service (TIS): 13 14 50

Enquiries

Tel: 1300 655 236

TTY: 9354 1371

www.bdm.nsw.gov.au

Identification to register a change of name for a child (under 18 years)

Births Deaths and Marriages Registration Act 1995

Identification – Parents

All photocopies of ID must be certified by a qualified witness (see “Qualified witness” page 1).

- Each parent, or person with parental responsibility must provide at least **three (3) forms of ID**, one of each from **Categories 1, 2, 3**. If you are unable to provide ID from Categories 1 and 2, you must still provide at least three (3) forms of ID. At least two (2) must be from Category 3.
- If your ID does not show your current residential address provide a current bank statement or utility bill.
- If your child’s birth was registered overseas you must provide documents from **Category 4** as evidence of your NSW residency for a period of three (3) or more consecutive years.
- **You must provide photo ID** of both parents (or person with parental responsibility), and child (if 12 years of age or older) otherwise, complete the photo ID declaration (see page 12).

Category 1

- **Australian Birth Certificate** or **Australian Citizenship Certificate**
- **Permanent Resident Certificate**
 - » Proof of permanent residency from Department of Immigration and Citizenship
 - » New Zealand citizenship certificate together with passport
 - » New Zealand birth certificate

Category 2

- Current **Australian Driver Licence** showing same name and address as application
- Current **Australian Passport** in applicant’s name or current **Foreign Passport and visa**
- Current **NSW Roads and Traffic Authority photo ID card**
- Current **Firearms Licence**

Category 3

- **Medicare card** in applicant’s name
- Current **credit/debit card** or **ATM card** or **bank passbook** in applicant’s name
- Current **Centrelink card** in applicant’s name
- Current **Australian Department of Veteran’s Affairs card**
- Current **Australian security guard licence** or **crowd control licence**
- Current **Australian tertiary education institution ID card**

Category 4

Provide proof of residency in NSW for a period of **three (3) or more consecutive years** before the date of this application. Documents must show you have been a NSW resident for the past three (3) years and intend to continue to reside in NSW. **At least one (1) current document must be mailed to your residential address.** Examples of documents include, but are not limited to:

- **Bank statements** for the past **three (3) years** with NSW residential address (not a PO Box)
- **Rates notices** for the past **three (3) years** in applicant’s name with NSW residential address
- **Lease agreements** showing **three (3) consecutive years** residency in NSW
- **Utility accounts** (water, electricity, gas, telephone) for past **three (3) years** with NSW residential address.

Identification – Child

All photocopies of ID must be certified by a qualified witness (see “Qualified witness” page 1).

- **If your child’s birth is registered in NSW:** provide **three (3) forms of ID**, one of each from **Categories 1, 2, 3**. At least three (3) forms of ID for the child to establish proof of the child’s original name and all other names used. If you do not have a birth certificate, provide three (3) forms of ID from Categories 2 and 3.
- **If your child was born in another country:** provide a full birth certificate for the child (Category 1), showing child’s name, date of birth, place of birth and parents’ names. Also provide ID, one of each, from Categories 2 and 3, and documents from Category 4.
- **You must provide photo ID** of child (if 12 years of age or older) otherwise, complete the photo ID declaration (see page 12).

Category 1

- **Full Birth Certificate**

If not in English a translation by an accredited translator is required, along with original birth certificate.

Category 2

- **Australian Citizenship Certificate**
- **Permanent Resident Certificate**
 - » Proof of permanent residency from Department of Immigration and Citizenship
 - » New Zealand citizenship certificate together with passport
 - » New Zealand birth certificate
- Current **Australian Passport** in applicant’s name or current **Foreign Passport and visa**

Category 3

- Current **NSW Roads and Traffic Authority photo ID card**
- Current **school or educational institution ID card**
- **Medicare card** showing applicant’s name
- Current **Centrelink card** in applicant’s name
- Current **credit/debit card** or **ATM card** or **bank passbook** in applicant’s name

Category 4

Provide proof of residency in NSW for a period of **three (3) or more consecutive years** before the date of this application. Documents must show you have been a NSW resident for the past three (3) years.

At least one (1) current document must be mailed to your residential address. Examples of documents include, but are not limited to:

- **Bank statements** for the past three (3) years showing a NSW residential address (not a PO Box)
- **School reports, invoices for school, childcare or preschool fees** for the past three (3) years
- **Centrelink family payment advices** for the past three (3) years.

Statutory Declaration to register change of name for a child (under 18 years)

OFFICE USE ONLY

CON No.

Births Deaths and Marriages Registration Act 1995

Parent One

Details to be completed by parent/person with parental responsibility

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
- the change of name is not sought for a fraudulent or other improper purpose
- the child consents to the change of name or is unable to understand the meaning and implications.

I,

(full name of Parent One/person with parental responsibility)

of

(present residential address)

Suburb State Postcode

Phone number

(daytime phone number)

(other phone number)

solemnly and sincerely declare that:

- I have read and understand all the instructions in this document including 'Your Right To Privacy' and 'Disclosure of Information'
- I understand it is a punishable offence to give false information in this application
- 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 identity and eligibility for this change of name for a child to be registered
- The new name stated below will be used by the child for all purposes in the future and is not sought for fraudulent or improper purposes, and the child's former name(s) will not be used
- I solemnly believe this declaration to be true and correct and by virtue of the provisions of the *Oaths Act 1900*.

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

Family Name

Given Name/s

I agree that this is the name I want to use

(signature of child in present name – if 12 years or over)

Witnessed by

(name and signature of witness to child's signature – 18 years or over and not a parent or person with parental responsibility)

Name at birth – name recorded on the child's birth certificate

Family Name

Given Name/s

Sex Male Female born on / / (dd/mm/yyyy)

Born at

(full place of birth – city/state/country.) If not born in NSW, you must provide evidence of your child's place of birth.

Current name being used by child

Family Name

Given Name/s

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

Previous names – List all previous names your child has used. Please provide evidence of how you changed their name. You must establish proof of current name and all other names ever used.

Family Name	Given Name/s	Date Changed	Where Changed

Full reason(s) why you are changing your child’s name (be specific – one or two word reasons such as “personal” will not be accepted)

Information about criminal records

Do you consent to the Registrar obtaining your child’s criminal record from the NSW Police Force for the purposes of determining the application? You are not required by law to consent, but your application to register a change of name may be refused if the Registrar is not satisfied that the change of name is not sought for a fraudulent or improper purpose.

YES NO

Has your child been convicted of a criminal offence punishable by imprisonment for 12 months or more?
A conviction includes the making of an order under Section 10 of the *Crimes (Sentencing Procedure) Act 1999*.
A conviction does not include a spent conviction.

YES NO

If your child was born in NSW

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

OR

You may choose NOT to have your child's new name recorded on their birth certificate. An endorsement referring to their change of name will appear on the bottom of their birth certificate.

Do you want your child's new name to be recorded on their 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)

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence. See "False representation" page 2 for more information.

Signature of parent/person with parental responsibility

A qualified witness must witness your signature and supply their name, address and daytime phone number.

(signature of Parent One/person with parental responsibility)

DECLARED at

in the State of **on** / /
(dd/mm/yyyy)

Before me
(signature of JP, or qualified witness)

Witness daytime phone number **JP No.**

Name and address of witness (BLOCK letters)

Tick correct title of witness:

Justice of the Peace Notary Public Legal Practitioner (with current practising certificate)

A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

All photocopies of ID must be certified. See "Qualified witness" page 1 for more information.

Statutory Declaration to register change of name for a child (under 18 years)

OFFICE USE ONLY

CON No.

Births Deaths and Marriages Registration Act 1995

Parent Two

Details to be completed by parent/person with parental responsibility

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
- the change of name is not sought for a fraudulent or other improper purpose
- the child consents to the change of name or is unable to understand the meaning and implications.

I,

(full name of Parent Two/person with parental responsibility)

of

(present residential address)

Suburb State Postcode

Phone number

(daytime phone number)

(other phone number)

solemnly and sincerely declare that:

- I have read and understand all the instructions in this document including 'Your Right To Privacy' and 'Disclosure of Information'
- I understand it is a punishable offence to give false information in this application
- 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 identity and eligibility for this change of name for a child to be registered
- The new name stated below will be used by the child for all purposes in the future and is not sought for fraudulent or improper purposes, and the child's former name(s) will not be used
- I solemnly believe this declaration to be true and correct and by virtue of the provisions of the *Oaths Act 1900*.

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

Family Name

Given Name/s

I agree that this is the name I want to use

(signature of child in present name – if 12 years or over)

Witnessed by

(name and signature of witness to child's signature – 18 years or over and not a parent or person with parental responsibility)

Name at birth – name recorded on the child's birth certificate

Family Name

Given Name/s

Sex Male Female born on / / (dd/mm/yyyy)

Born at

(full place of birth – city/state/country.) If not born in NSW, you must provide evidence of your child's place of birth.

Current name being used by child

Family Name

Given Name/s

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

Previous names – List all previous names your child has used. Please provide evidence of how you changed their name. You must establish proof of current name and all other names ever used.

Family Name	Given Name/s	Date Changed	Where Changed

Full reason(s) why you are changing your child's name (be specific – one or two word reasons such as "personal" will not be accepted)

Information about criminal records

Do you consent to the Registrar obtaining your child's criminal record from the NSW Police Force for the purposes of determining the application? You are not required by law to consent, but your application to register a change of name may be refused if the Registrar is not satisfied that the change of name is not sought for a fraudulent or improper purpose.

YES NO

Has your child been convicted of a criminal offence punishable by imprisonment for 12 months or more? A conviction includes the making of an order under Section 10 of the *Crimes (Statutory Procedure) Act 1999*. A conviction does not include a spent conviction.

YES NO

If your child was born in NSW

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

OR

You may choose NOT to have your child's new name recorded on their birth certificate. An endorsement referring to their change of name will appear on the bottom of their birth certificate.

Do you want your child's new name to be recorded on their 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)

If you knowingly provide false information in this statutory declaration, you may be guilty of an offence. See "False representation" page 2 for more information.

Signature of parent/person with parental responsibility

A qualified witness must witness your signature and supply their name, address and daytime phone number.

(signature of Parent Two/person with parental responsibility)

DECLARED at

in the State of **on** / /
(dd/mm/yyyy)

Before me
(signature of JP, or qualified witness)

Witness daytime phone number **JP No.**

Name and address of witness (BLOCK letters)

Tick correct title of witness:

Justice of the Peace Notary Public Legal Practitioner (with current practising certificate)

A person authorised to administer an oath under Section 26 of the *Oaths Act 1900*

All photocopies of ID must be certified. See "Qualified witness" page 1 for more information.

Photo ID Declaration to register change of name for a child (under 18 years)

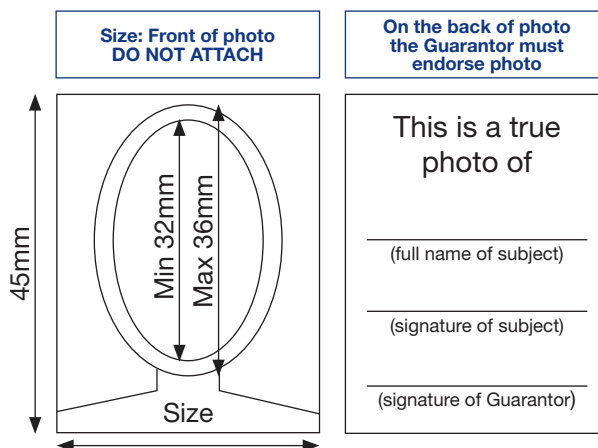
Births Deaths and Marriages Registration Act 1995

You must complete Photo ID Declaration/s if you cannot provide current photo ID for parent/s and/or child. For each person, you must provide a recent passport size colour photograph signed on the back by a Guarantor. Do not attach the photo – include it loose in your envelope.

Guarantor

The Guarantor must:

- not be related by birth or marriage to the person changing their names
- 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 writing “this is a true photo of” (the person’s full name) and signing their own name.



Child (12 years and over)

Declaration and signature of Guarantor

Family name of Guarantor

Given names

Residential address (PO Box cannot be accepted)

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 ask any necessary enquiries with any organisation or individual to verify the information I have provided on this form.

Signature of Guarantor

Date Signed

Daytime telephone number

Photo ID Declaration to register change of name for a child (under 18 years)

Births Deaths and Marriages Registration Act 1995

Parent ONE of child

Family name of Parent One

Given names

Declaration and signature of Guarantor

Family name of Guarantor

Given names

Residential address (PO Box cannot be accepted)

Date of Birth / / (dd/mm/yyyy) Sex Male Female

Length of time you have known Parent One

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

Signature of Guarantor

Date Signed

Daytime telephone number

Parent TWO of child

Family name of Parent Two

Given names

Declaration and signature of Guarantor

Family name of Guarantor

Given names

Residential address (PO Box cannot be accepted)

Date of Birth / / (dd/mm/yyyy) Sex Male Female

Length of time you have known Parent Two

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

Signature of Guarantor

Date Signed

Daytime telephone number

