



# Change of Name For a Child

## (Under 18 years)

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

- The child's 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 application.
- This birth is not registered in NSW and a protection order has been made for the child and/or their parents from domestic violence.

### How to complete this application

**Please read all 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 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 upon consideration of your reason for the change. This 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. Each parent and child must provide identification (see identification requirements on Page 5). 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. If your child is 12 years of age or older, they must consent to the changed name, unless there is exceptional circumstances.
6. It is a requirement of the applicant to inform the Registrar if their child has a criminal record.
7. The consent of BOTH parents (recorded on the child's birth certificate) is required to change a child's name. Where details of the father do not appear on the birth certificate, then only the mother's consent is required.
8. If both parents appear on the birth certificate, they are both required to provide consent. In cases where one parent refuses or their whereabouts are unknown, an Order to change the child's name issued by an Australian court will be accepted.
9. Where a child's parents are deceased, cannot be found or for some other reason cannot exercise their parental responsibilities in relation to the child, the person allocated parental responsibility by the court may apply to register a change of name for the child.
10. If your child's name has changed, please record ALL names on the Statutory Declaration form. There are penalties in place if you knowingly provide incorrect information and your application may be refused.
11. 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.
12. 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.
13. The fee for registering a Change of Name includes either a Change of Name Certificate or a Birth Certificate.
14. 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.
15. The Registry will NOT ACCEPT faxed applications OR faxed identification documents.
16. Overseas documents must be translated into English by an accredited translator.

### Certificate fees

See separate *Fees for Products and Services* flyer.

# Statutory Declaration to Register Change of Name – Child (under 18 years)

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

## Details to be completed by parents/person with parental responsibility

I, \_\_\_\_\_  
(full name of mother/person with parental responsibility)

I, \_\_\_\_\_  
(full name of father/person with parental responsibility)

of \_\_\_\_\_  
(present residential address)

of \_\_\_\_\_  
(present residential address)

\_\_\_\_\_ (suburb/state/postcode)

\_\_\_\_\_ (suburb/state/postcode)

Daytime Number \_\_\_\_\_  
(phone number – mother/person with parental responsibility)

Daytime Number \_\_\_\_\_  
(phone number – father/person with parental responsibility)

Other Number \_\_\_\_\_  
(phone number – mother/ person with parental responsibility)

Other Number \_\_\_\_\_  
(phone number – father/ person with parental responsibility)

\_\_\_\_\_ (present full name of child)

\_\_\_\_\_ (present full name of child)

declare

We/I have read all the instructions contained in this document. We/I do solemnly and sincerely declare that the new name stated below will be used by our/my child for all purposes in the future and is not sought for fraudulent or improper purposes.

We/I understand it is a punishable offence to give false information in this application. Our/my child's former name(s) will not be used.

**New name you want to register** – To use for all purposes.

Family Name \_\_\_\_\_

Given Name/s \_\_\_\_\_

I agree that this is the name that I want to use.

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

\_\_\_\_\_ (name and signature of witness to child's signature -

18 years or over and not parent or person with parental responsibility)

**Name at birth** – Name recorded on the child's 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.

**Current name being used by child**

Family Name \_\_\_\_\_

Given Name/s \_\_\_\_\_

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

Family Name	Given Name/s	Date Changed	Where Changed

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

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**Has your child been convicted of a criminal offence that is punishable by imprisonment for 12 months or more?**

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.

YES  NO

### If your child's birth is registered 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 child's 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 must 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)

We/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 a Child (under 18 years)* to be registered.

#### Signature of parents/person with parental responsibility

A qualified witness\* must witness your signature, please see page 6. The qualified witness must complete their name, address and daytime telephone number.

_____ (mother/person with parental responsibility signature)	_____ (father/person with parental responsibility signature)
DECLARED at	DECLARED at
in the State of	in the State of
on _____ / _____ /20	on _____ / _____ /20
Before Me	Before Me
_____ (signature of JP, or qualified witness*)	_____ (signature of JP, or qualified witness*)
Witness daytime phone number	Witness daytime phone number
Name and address of witness (block letters)	Name and address of witness (block letters)
_____ JP No.	_____ 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 7) as being “true and correct copies” of the originals.**
- **You must establish proof of the child’s original name and all other names used by the child.**

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

### Identification – Parent/person with parental responsibility

**Each parent/person with parental responsibility must provide at least three (3) forms of identification, one of each from Categories 1, 2, 3 and/or 4.**

- At least one (1) form of identification must be from Category 1 and must contain your full name, date of birth and place of birth. If 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.
- The other forms of identification (at least two) must be provided from Category 2 and/or Category 3.
- If your current residential address is not included on your Category 2 or 3 document you must provide a further document from Category 4.
- If your child’s birth was registered overseas you must provide a document from Category 4 as evidence of your NSW residency

CATEGORY 1	CATEGORY 2	CATEGORY 3
<ul style="list-style-type: none"> <li>• NSW Birth Certificate</li> <li>• Australian Citizenship Certificate or Naturalisation Certificate</li> <li>• NZ Citizenship Certificate together with passport</li> <li>• NZ Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Driver’s Licence</li> <li>• Australian Passport</li> <li>• Firearms Licence</li> <li>• Foreign Passport</li> <li>• An RTA Photo Card</li> </ul>	<ul style="list-style-type: none"> <li>• Medicare Card</li> <li>• Current Credit Card or Debit Card</li> <li>• Centrelink or Department of Veterans Affairs Card</li> <li>• Security Card/Crowd Control Licence</li> <li>• Tertiary Education Institution ID Card</li> </ul>
CATEGORY 4		
<ul style="list-style-type: none"> <li>• Proof of current address (copy of an original document mailed to your home address)</li> <li>• Proof of residency in NSW for a period of 3 or more consecutive years. These must be certified copies of documents that were mailed your home address. For example: <ul style="list-style-type: none"> <li>- Bank statements for the past 3 years showing a NSW address</li> <li>- Rates notices for the past 3 years in applicant’s name showing address and proof of payment</li> <li>- Lease agreements showing 3 consecutive years residency in NSW</li> <li>- Utility accounts (water, electricity, gas, landline telephone etc) for the past 3 years showing NSW address</li> </ul> </li> </ul>		

### Identification – Child

- **At least three (3) forms of identification for the child is required.**
- If your child’s birth is registered in **NSW** and you do not have a birth certificate, you may provide three (3) forms of identification from Category 3.
- If your child was born in **another country** you must provide a full birth certificate for the child (Category 1) and it must contain the child’s name, date of birth, place of birth and parents names. You must also provide at least two (2) other forms of identification **one each** from Categories 2 and 3.

CATEGORY 1	CATEGORY 2	CATEGORY 3
<ul style="list-style-type: none"> <li>• Full Birth Certificate (if the birth certificate is in a language other than English a translation by an accredited translator will be required, along with the original birth certificate)</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Citizenship Certificate or Naturalisation Certificate</li> <li>• NZ Citizenship Certificate together with passport</li> <li>• An RTA Photo Card</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Passport</li> <li>• Foreign Passport</li> <li>• Medicare Card</li> <li>• Letter from child’s Medical Practitioner</li> <li>• Latest School Report</li> <li>• Centrelink Family Payment Advice</li> <li>• Letter from school/preschool confirming enrolment</li> </ul>

# Payment details for a Change of Name – Child (under 18 years)

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

**Certificate(s) you wish to receive**

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

See separate "Fees for Products and Services" flyer.

**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)

Family Name

Given Name/s

Street Address

Suburb  State  Postcode

Postal Address (if different to above)

Suburb  State  Postcode

Email

Signature of Applicant  Home Phone Number (  )

Daytime Phone Number (  )

**CHILD'S DETAILS** (new name registered for the child)

Family Name

Given Name/s

**CHILD'S NAME AT BIRTH**

Family Name

Given Name/s

Place of Birth

State  Country

Date of Birth  /  /

**PAYMENT DETAILS** (complete this section for mail applicants 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

Name of Cardholder  Expiry Date  /

Signature of Cardholder

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

## If your child's birth is registered overseas

You will receive a NSW Change of Name Certificate.

**If you have previously registered a change of name for your child with the NSW Registry of Birth Deaths and Marriages you must return the change of name certificate with your application.**

### \*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

- We/I have read the instructions carefully.
- We/I have completed the Statutory Declaration to Change of Name for a Child (under 18 years).
- Our/my signature on the Statutory Declaration form has been witnessed by a qualified witness.
- We/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 witness.
- We/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 or to lodge your application in person at Chippendale or Parramatta office, contact us to make an appointment.

#### Registry Office Locations:

- 35 Regent Street, Chippendale, Sydney NSW 200  
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

**Telephone: 1300 655 236**

**TTY: 9354 1371**

**[www.bdm.nsw.gov.au](http://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.



**If you are unable to provide current photo identification complete this section (Child)**

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)

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

**If you are unable to provide current photo identification complete this section (Parent)**

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)

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

### **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.

