

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

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



Justice

Registry of Births
Deaths & Marriages

General information

Eligibility

To apply to change your child's name in NSW, the child must be:

- under 18 years of age, and
- born in NSW, or
- born overseas AND a resident in NSW for at least the last 3 consecutive years immediately before the date of your application.

Must be born in NSW or overseas

If the child was born in Australia but not NSW, please apply to the Registry in the State or Territory where the birth is registered.

Multiple name changes

You may change a child's name once in a 12 month period and a total of 3 times only (exceptions may apply).

Both parents must apply

Both parents named on the child's birth certificate must apply to change their child's name.

If only one parent is applying

One parent can apply alone if:

- they are the *only* parent named on the child's birth certificate, or
- the other parent is deceased, or
- a court has specifically approved the new name for the child.

If neither parent is applying

An Australian court must have allocated parental responsibility for the child to person(s) other than the parent. Examples include:

- Minister of Family and Community Services, or
- grandparent(s),
- aunt and uncle, or
- other people with parental responsibility that are not the parents.



If the child is a restricted person

If the child is a restricted person, you must contact the supervising authority to seek permission. It is an offence to apply to change the child's name without permission from the supervising authority.

See page 3.



If the child has a criminal record

If the child has been convicted of any offence that is punishable by imprisonment for 12 months or more, you must advise us.

Note: 'An offence that is punishable by imprisonment for 12 months or more' does not mean that the child has been sentenced to this period of time for the offence. It relates to the maximum penalty the child could have received for that offence.

See page 11.



Permission for a police check

We request your permission to apply for a National Police Check with the NSW Police Force. There is no cost to this check. If you choose not to, we may ask you to provide a recent National Police Certificate for the child. This will be at your own cost.

See page 11.

Successful applications

To help us complete your application, you need to:

- return all original birth certificates and/or change of name certificates issued by the NSW Registry of Births Deaths & Marriages for the child;
- be honest and accurate on your application;
- explain why you want to change your child's name;
- choose a name that is not prohibited i.e. not rude, too long, or includes numbers or symbols. The name should not be a statement or phrase, or resemble an official title or rank recognised in Australia;
- advise all previous change of names and/or previous names that your child has used.

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Before lodging your application

Please read and complete all information on the application



False information

It is an offence to make a false or misleading statement in any application or document under the *BDMR Act*. Penalties apply.



Can my application be refused?

Yes. The Registrar may refuse your application if:

- your child is ineligible, or
- your child has changed their name 3 times or more in NSW or another State, or
- your child has changed their name within the last 12 months in NSW or another State, or
- the new name would be a prohibited name.

The Registrar may require you to provide more documentation until satisfied of age and identity, and that the change of name is not made for a fraudulent or improper use.



Unsuccessful applications

The fee for registering a change of name includes processing your child's application and issue of certificate. If your child's application is declined or cancelled, only the certificate fee will be refunded. All change of name applications are recorded. You will be notified by the Registry if your application is unsuccessful, and given a reason.



Attach required identification

You must establish proof of your child's identity by:

- providing the required identity documents. If issued by overseas authorities they must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).
See page 5.
- providing photo identification for parents and child, if aged 12 years or more. If unable to provide official photo identification, you will need to provide a recent photo signed by a guarantor.
See pages 12, 13, 14.
- providing evidence of any previous legal name change (e.g. marriage certificate, deed poll).
See page 9.



Use our Checklist

- Incomplete applications may cause delays. Before lodging your application, please make sure you have everything right.
See page 18.
- We request you return original NSW certificates. If you have lost your child's birth certificate and/or change of name certificate, you must complete the Section 44 Notice.
See page 17.

Options to lodge

By post

- NSW Registry of Births Deaths & Marriages
GPO Box 30, Sydney NSW 2001
- *Do not mail original identification. Attach clear photocopies certified by a Registry approved witness.*

See page 6.

In person

- At a Service NSW Service Centre.
www.service.nsw.gov.au
- At a Registry BDM office.
Please phone for an appointment.
Bring your original identification to be certified.

See pages 4 - 5.

BDM office locations

Monday to Friday: 8.00am – 4.30pm

- 35 Regent Street, Chippendale NSW 2008
- 160 Marsden Street, Parramatta NSW 2150

Contacting us

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- Email: bdm-webmail@agd.nsw.gov.au



Phone: 13 77 88

www.bdm.nsw.gov.au

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! Restricted persons

The *BDMR Act* restricts certain groups of persons from changing their name without the permission of a supervising authority. It also restricts people from making a change of name on behalf of a restricted person. Restricted persons in NSW are:

- an inmate of a correctional centre.
- a person on remand.
- a parolee.
- a periodic detainee.
- a person subject to a supervision order.
- a forensic patient.
- a correctional patient.

Is your child required to get approval?

Persons under the supervision of the Commissioner of Corrective Services, the Mental Health Review Tribunal, or the NSW Police Commissioner, must obtain approval from that authority before making an application. Making an application without approval is an offence under the *BDMR Act*.

Exemptions to these restrictions

- Persons who have been convicted of an offence under a law of the Commonwealth.
- Persons who are the subject of a warrant under the *Commonwealth Defence Force Discipline Act 1982* and are in a correctional centre pursuant to a punishment imposed under that Act.
- Persons who are detainees within the meaning of the *Commonwealth Migration Act 1958* and who are held in a correctional centre.
- Persons who are in the keeping of a correctional officer under Section 250 of the *Crimes (Administration of Sentences Act) 1999*.
- Persons who are a former serious offender because of the commission or alleged commission of an offence under a law of the Commonwealth.

Is your child a registrable person?

- If your child is a registrable person under the *Child Protection (Offenders Registration) Act 2000*, you must contact the Child Protection and Sex Crimes Squad of the NSW Police, to seek permission to apply for a change of name.
- *Note:* It is an offence to apply for a change of name without permission of the Commissioner of the NSW Police.

If unsure of child's status, contact:

- LawAccess NSW on 1300 888 529 (Monday to Friday 9am to 5pm excluding public holidays).
- Inmates can call Prisoners Legal Service or LawAccess NSW on the Common Auto Dial List (CADL) as a free call – just press 11# (Legal Aid) and 2# (LawAccess).

Your right to privacy

Privacy

The information required on this form is collected under the *BDMR Act*. The change of name register is part of the civil records of NSW and a permanent historical record. The public do not have access to these records.

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 and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to register a change of name, to issue the related certificate and to prevent fraud.

All documents are scanned and retained in the Registry's system and all copies are destroyed.

Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies which may be able to validate that information in support of 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 National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using DVS.

"Your Right to Privacy" policy is on our website.

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Identity and residence of the child

You must provide one form of identity from each list, and all identification must be current (not expired).

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application unless it is the child's NSW birth certificate or change of name certificate.

Born in NSW

OR

Born overseas and residing in NSW for at least the last 3 years

List 1: Proof your child was born in NSW

- NSW birth certificate (original)

If applicable, you must return your child's original NSW birth certificates and NSW change of name certificates.

If you have lost your child's birth certificate and/or change of name certificate, either parent must complete the Section 44 notice on page 17.

List 2: Link between photo and signature

- Australian passport
- Australian driver licence
- Photo Card issued by a government agency
- Student ID Card
- Australian tertiary education institution ID

If you can't provide photo ID for your child and they are over 12 years of age, see page 12.

List 3: Evidence of name usage within the community

- Medicare card
- Private health care card
- Credit/debit card or ATM card
- Centrelink card
- Printed immunisation history record from the Australian Childhood Immunisation Register.

List 1: Your child's overseas birth certificate to prove you are the birth parents

- Overseas birth certificate of your child (if not English, you must also provide a translated version).

List 2: Your child's right to reside in Australia

- Australian Citizenship Certificate
- Australian visa supported by overseas passport
- Visa status from the Department of Immigration and Border Protection
- ImmiCard
- New Zealand Citizenship together with New Zealand passport
- New Zealand birth certificate

List 3: Link between photo and signature

- Australian or Overseas Passport
- Australian driver licence
- Photo Card issued by a government agency
- Student ID Card
- Australian tertiary education institution ID

If you can't provide photo ID see page 12.

List 4: Operation in the community

- Medicare card
- Private health care card
- Credit/debit card or ATM card
- Centrelink card
- Student or tertiary identity card

List 5: Proof your child has been residing in NSW for at least the last 3 years before applying

One document per year, with most current less than 3 months old. Example: if you lodge your application in 2015, you need to provide documents dated 2012, 2013, 2014 and 2015 – a total of 4 documents. e.g.

- School reports, invoices for school, childcare or preschool fees.
- Centrelink family payment advice
- Health care statements.

PO BOXES and bank statements are not accepted.

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Parents / Persons with parental responsibility

EACH parent/person must provide one form of identity from each list, which must be current (not expired).

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application.

Parents	OR	Person(s) with parental responsibility (e.g. grandparents, aunt and uncle)
<p>List 1: Link between photo and signature</p> <ul style="list-style-type: none"> <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Australian driver's licence <input type="checkbox"/> Photo Card issued by a government agency <input type="checkbox"/> Australian firearm licence <p><i>If you don't have current photo ID, see page 13 - 14.</i></p>	OR	<p>List 1: Prove you have the parental responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Minute of Care Order allocating you full parental responsibility of the child <input type="checkbox"/> A Custody Order that allocates you full parental responsibility of the child
<p>List 2: Operation in the community</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medicare card <input type="checkbox"/> Private health care card <input type="checkbox"/> Credit/debit card or ATM card <input type="checkbox"/> Centrelink card <input type="checkbox"/> Australian Department of Veteran's Affairs card <input type="checkbox"/> Australian security guard licence or crowd control licence <input type="checkbox"/> Student or tertiary identity card 		<p>List 2: Link between photo and signature</p> <ul style="list-style-type: none"> <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Australian driver's licence <input type="checkbox"/> Photo Card issued by a government agency <input type="checkbox"/> Australian firearm licence <p><i>If you don't have current photo ID, see pages 13 - 14.</i></p>
<p>List 3: Proof of your current residential address</p> <ul style="list-style-type: none"> <input type="checkbox"/> Australian driver licence <input type="checkbox"/> Utility account (electricity, gas, water) <input type="checkbox"/> Rates notice <input type="checkbox"/> Centrelink concession card <input type="checkbox"/> Current tenancy or lease agreement <input type="checkbox"/> Superannuation fund document 		<p>List 3: Operation in the community</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medicare card <input type="checkbox"/> Private health care card <input type="checkbox"/> Credit/debit card or ATM card <input type="checkbox"/> Centrelink card <input type="checkbox"/> Australian Department of Veteran's Affairs card <input type="checkbox"/> Australian security guard licence or crowd control licence <input type="checkbox"/> Student or tertiary identity card
<p><i>Note: One document must show your place of birth. If you don't have this, please provide an expired passport, foreign birth certificate, family register, etc.</i></p>	OR	<p>List 4: Proof of your current residential address</p> <ul style="list-style-type: none"> <input type="checkbox"/> Australian driver licence <input type="checkbox"/> Utility account (electricity, gas, water) <input type="checkbox"/> Rates notice <input type="checkbox"/> Centrelink concession card <input type="checkbox"/> Current tenancy or lease agreement <input type="checkbox"/> Superannuation fund statement
		<p>NSW Family & Community Services (FACS)</p> <p>List 1: Prove you have the parental responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minute of Care Order allocating the parental responsibility of child to the Minister of FACS. <p>List 2: Approval for change of name request</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter from the FACS Case Manager requesting the change of name. <p>List 3: Proof of your employment with FACS</p> <ul style="list-style-type: none"> <input type="checkbox"/> FACS Work Identification.

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Registry approved witnesses

For postal applications, the following people can certify copies of your identity documents.

A *certified* copy of an identity document is a photocopy of the identification that has an endorsement on it saying it is a true copy of an original document.

1. Justice of the Peace (JP).
2. Notary Public.
3. Practising Solicitor / Lawyer.
4. Service NSW Officer.
5. A person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
 - Chiropractor; Dentist; Legal practitioner; Medical practitioner; Nurse; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trademarks attorney; Veterinary surgeon.
6. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.
7. A person who is in the following list:
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
 - Australian Consular Officer or Australian Diplomatic Officer.
 - Bank officer with 5 or more continuous years of service.
 - Building society officer with 5 or more years of continuous service.
 - Chief executive officer of a Commonwealth court, or Clerk of a court.
 - Commissioner for Affidavits.
 - Commissioner for Declarations.
 - Credit union officer with 5 or more years of continuous service.
 - Employee of the Australian Trade Commission who is: in a country or place outside Australia; and authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and exercising his or her function in that place.
 - Employee of the Commonwealth who is: in a country or place outside Australia; and authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and exercising his or her function in that place.
 - Fellow of the National Tax Accountants' Association. Finance company officer with 5 or more years of continuous service.
 - Judge of a court, or a Magistrate.
 - Registered Marriage celebrant.
 - Master of a court.
 - Member of Chartered Secretaries Australia.
 - Member of Engineers Australia, other than at the grade of student.
 - Member of the Association of Taxation and Management Accountants.
 - Member of the Australasian Institute of Mining and Metallurgy.
 - Member of the Australian Defence Force who is: an officer; or a non-commissioned officer with 5 or more years of continuous service; or a warrant officer.
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.
 - Member of: the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory.
 - Minister of religion.
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public.
 - Permanent employee with 5 or more years of continuous service who is not specified in another item in this list of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority; or a local government authority.
 - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
 - Police officer.
 - Registrar, or Deputy Registrar, of a court.
 - Senior Executive Service employee of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority.
 - Bailiff, Sheriff, or Sheriff Officer.
 - Teacher employed on a full-time basis at a school or tertiary education institution.

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Application starts here

False representation

If you knowingly provide false information, you may be guilty of an offence under S57 of the *BDMR Act*.

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.

**To be completed by both parents, or person(s) with parental responsibility of the child.
Initial all corrections. Do not use white out.**

PART 1: Screening Questions

1. Is the child a restricted/registrable person?

YES Contact the supervising authority. See Page 3.

NO Go to question 2.

2. Where was your child born?

NSW Go to question 5.

Overseas Go to question 3.

Interstate Apply with the Registry in the State or Territory of the birth.

3. Does the child have an overseas birth certificate?

YES Go to question 4.

NO You must obtain a court order to change your child’s name.

4. Was the child a resident of NSW for the 3 years before the date of this application?

YES Go to question 5.

NO Contact us: 13 77 88.

5. Have you changed the name 3 times before at any Registry in Australia?

YES Contact us: 13 77 88.

NO Go to question 6.

6. Has the child changed their name in the last 12 months before this application?

YES Contact us: 13 77 88.

NO Go to question 7.

7. Are both parents applying?

YES Go to PART 2.

NO Go to question 8.

8. Is only one parent applying?

YES Go to question 9.

NO Go to question 12.

9. Are you the only parent named on the child’s birth certificate?

YES Go to PART 2.

NO Go to question 10.

10. Is the other parent deceased?

YES Go to PART 2. You must provide a certified copy of the other parent’s death certificate.

NO Go to question 11.

11. Has an Australian court specifically approved the new name for the child?

YES Go to PART 2. Provide a certified copy of the court order. An order giving a parental custody or responsibility is not accepted.

NO Apply to the court for an order.

12. You are not a parent of the child but an Australian Court has allocated you parental responsibility.

YES Go to PART 2.

NO Apply to the court for an order.

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About the child

PART 2: Child details

Family name at birth

Given names at birth

Date of birth

Sex:

Male

Female

Place of birth: City/State

Place of birth: Country

Parent details as recorded on the child's birth certificate

Mother (*Parent 1*) family name

Mother (*Parent 1*) family name at their birth (maiden name)

Mother (*Parent 1*) given names

Father (*Parent 2*) family name

Father (*Parent 2*) family name at their birth (maiden name)

Father (*Parent 2*) given names

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Details of the change of name

PART 3: New name of the child

New Family name

New Given name(s)

PART 4: Current name of the child

Current Family name

Current Given name(s)

PART 5: Former name(s)

Has the child changed their name before in Australia or overseas or used any other name(s) in the past?

NO go to PART 6.

YES you must provide evidence of how your child changed your name:

- list all previous names used;
- provide certified documents showing these names;
- return all previous original NSW change of name certificates and/or NSW birth certificates for your child;
- provide certified copies of change of name certificates from other states/territory or overseas for your child;
- this also includes a change of name by parent's marriage, deed poll, divorce, common usage, and any other official documents.

You must list all previous names

- Failure to list all previous names may result in your application being unsuccessful. This also includes change of name by parent's marriage and/or by common usage.

Family name	Given name(s)	Date changed	Where changed

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Reasons for change of name

PART 6: Why are you changing your child's name?

You need to provide a reason for your child's change of name application to be considered.

Write a brief statement explaining the reason for changing your child's name. One or two word explanations such as 'personal', 'professional', 'passport or 'driver licence' are not sufficient and may result in your application being unsuccessful.

Please supply any relevant documents to support your application.

PART 7: NSW born ONLY

Do you want your child's new name recorded on the birth certificate?

YES Your child will receive a birth certificate in the new name with a notation listing all the former name(s).

NO Your child will receive a change of name certificate. A notation appears on any birth certificates purchased. An additional certificate fee is required. *See website for fees.*



You *must* return ALL your child's birth and/or change of name certificate(s) as they will no longer be valid after your child's change of name is complete.



Some organisations may require both birth AND change of name certificates to prove identity. Please check with the organisation requesting the identity documents for their requirements (e.g. Australian Passports Office, driver licencing authorities).

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Criminal records check

PART 8: Can we apply for a National Police check for your child with NSW Police?

You are not required by law to consent, however if you answer NO it may delay your application.

YES There is no cost involved.

NO We may ask you to purchase a National Police Certificate from the NSW Police. Any certificate issued before the lodgement date of this application will NOT be accepted.

PART 9: Has your child been convicted of an offence that is punishable by imprisonment for 12 months or more?

'An offence that is punishable by imprisonment for 12 months or more' does not mean that your child was sentenced to a term of imprisonment of 12 months or more. It relates to the maximum penalty your child could have received for that offence.

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.

If you are unsure please contact LawAccess NSW on 1300 888 529.

Please choose from one of the two following statements:

My child has NOT been convicted of any offence that is punishable by imprisonment for 12 months or more.

OR

My child has been convicted of offence(s) punishable by imprisonment for 12 months or more. The details are listed below:

Date	Type of Offence	Outcome of the Conviction

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? Photo identification for child

PART 10: If the child is aged 12 years or over, is a photo identification supplied?

- e.g. Passport, Driver Licence, Photo Card issued by a Government agency. See page 4.

YES Go to page 13

NO A guarantor must complete this page with a photo attached of the child.

If the child is aged 12 years or over, and has not supplied a current photo identification, a guarantor must complete this declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

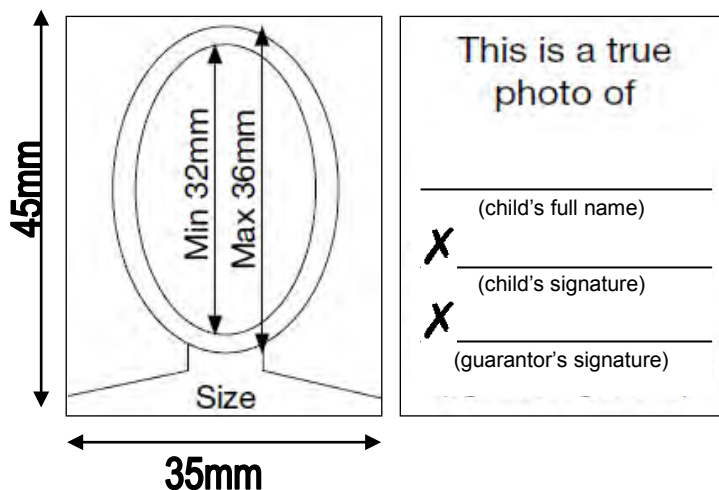
The guarantor MUST:

- 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 have lived with the person in the last 12 months;
- be 18 years of age or over;
- endorse the back of the photograph writing: "this is a true photo of" (the child's current full name) and signing their own name.

The photograph MUST:

- Measure 45mm high and 35mm wide.
- Be signed on the back by the child.
- Be endorsed on the back by the guarantor with their name and signature.

Please DO NOT glue or staple down the photo



Guarantor's details

Full name

Date of birth

Residential address

(PO BOX cannot be accepted)

Daytime telephone number

Email address

How do you know the child (e.g. friend, colleague)?

How long have you known the child?

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a Guarantor for the person changing their name in this application.

I authorise the NSW Registry of Births Deaths & Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

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? Photo identification for mother (parent 1)

PART 11: Is a photo identification supplied for the mother (parent 1)?

- e.g. Passport, Driver Licence, Photo Card issued by a Government agency. See page 5.

YES Go to page 14

NO A guarantor must complete this page with a photo attached of parent 1.

If the mother has not supplied current photo identification, a guarantor must complete this declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

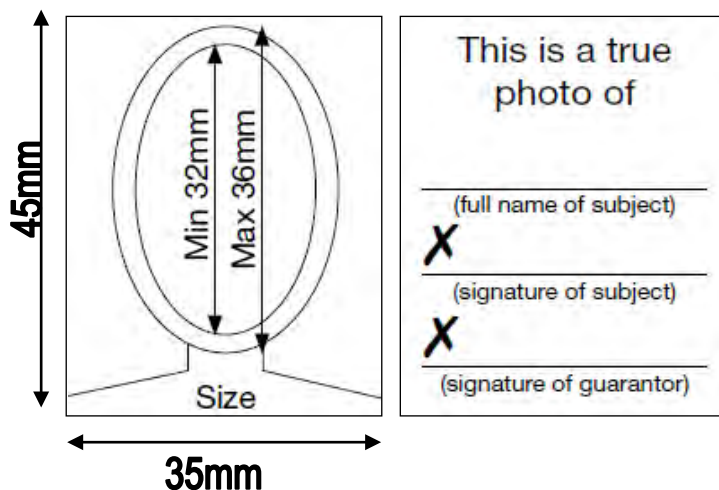
The guarantor MUST:

- 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 have lived with the person in the last 12 months;
- be 18 years of age or over;
- endorse the back of the photograph writing: "this is a true photo of" (the parent's full name) and signing their own name.

The photograph MUST:

- Measure 45mm high and 35mm wide.
- Be signed on the back by the mother/parent.
- Be endorsed on the back by the guarantor with their name and signature.

Please DO NOT glue or staple down the photo



Guarantor's details

Full name

Date of birth

Residential address

(PO BOX cannot be accepted)

Daytime telephone number

Email address

How do you know the person in this photo (e.g. friend, colleague)?

How long have you known this person?

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a Guarantor for the person changing their name in this application.

I authorise the NSW Registry of Births Deaths & Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

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? Photo identification for father (parent 2)

PART 11: Is a photo identification supplied for the father (parent 2)?

- e.g. Passport, Driver Licence, Photo Card issued by a Government agency. See page 5.

YES Go to page 15

NO A guarantor must complete this page with a photo attached of parent 2.

If the parent has not supplied a current photo identification, a guarantor must complete this declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

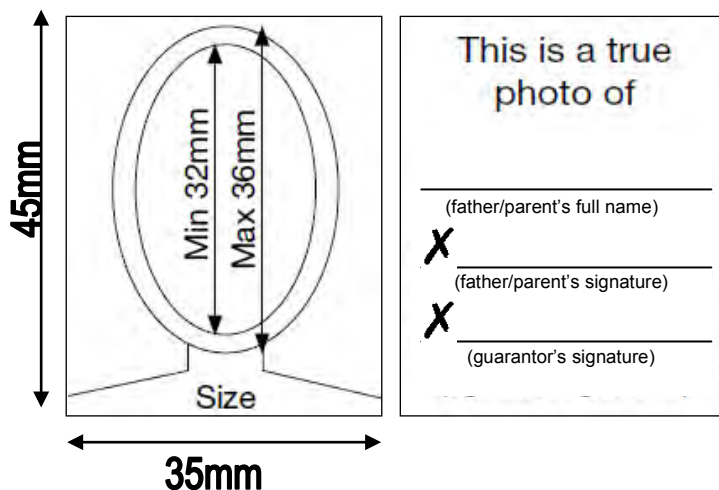
The guarantor MUST:

- 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 have lived with the person in the last 12 months;
- be 18 years of age or over;
- endorse the back of the photograph writing: "this is a true photo of" (the parent's full name) and signing their own name.

The photograph MUST:

- Measure 45mm high and 35mm wide.
- Be signed on the back by the father/parent.
- Be endorsed on the back by the guarantor with their name and signature.

Please DO NOT glue or staple down the photo



Guarantor's details

Full name

Date of birth

Residential address

(PO BOX cannot be accepted)

Daytime telephone number

Email address

How do you know the person in this photo (e.g. friend, colleague)?

How long have you known this person?

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a Guarantor for the person changing their name in this application.

I authorise the NSW Registry of Births Deaths & Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

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

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



Justice
Registry of Births
Deaths & Marriages

Child to sign

PART 13: Signature of the child (if over 12 years)

If the child is aged 12 years or over, they are required to provide a signature

Child's signature

Date signed

Full name of the witness to child's signature.

This person must be over 18 or over and not a parent or person with parental responsibility.

Witness's signature

Date signed

Parental declaration

PART 14: Declaration of parent(s) or person(s) with parental responsibility

 **I / we declare that:**

- I / we understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I / we 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 to be registered.
- My child will use the new name stated at PART 3 on all his/her identification documents.
- My child will not seek to use the new name for a fraudulent or improper purpose.
- I / we have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- By signing this application, I / we are allowing the Registry at its discretion to conduct checks with appropriate agencies to verify information in my child's application, including the authenticity of supporting documentation.

 **Declaration continues overpage...**

Please complete your details and provide signature(s) on the next page.

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

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PART 14a: Declaration of parents named on the child's birth certificate or person(s) with parental responsibility of the child

Mother (parent 1)

Person with parental responsibility

Family name of mother/parent, etc.

Given names

Current residential address (include postcode)

Postal address (if applicable) (include postcode)

Phone

Email

Signature

Date signed

Father (parent 2)

Person with parental responsibility

Family name of father/parent, etc.

Given names

Current residential address (include postcode)

Postal address (if applicable) (include postcode)

Phone

Email

Signature

Date signed

PART 14b: NSW Department of Family & Community Services

Family name

Given names

Job title

Current work address (include postcode)

Postcode

Postal address (if applicable) (include postcode)

Postcode

Phone

Email

Signature

Date signed

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

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



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Section 44 Notice



If you cannot provide originals of your child's previously issued NSW birth or NSW change of name certificates, you are required by this notice to answer the following.

I / we are unable to provide originals of the child's NSW birth or previous NSW change of name certificates.

Please advise reasons why?

Mother's full name (*Parent 1 / Person with parental responsibility*)

Signature

Date signed

X

dd / mm / yyyy

Father's full name (*Parent 2 / Person with parental responsibility*)

Signature

Date signed

X

dd / mm / yyyy

Please return this completed Notice with your application.

- Notice issued to an individual pursuant to section 44(2) of the *BDMR Act*.
- It is an offence to fail to comply with this notice issued under section 44(2), without reasonable excuse.
- It is an offence to make false representation in response to this notice under section 57 of the Act.

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

Births Deaths and Marriages Registration Act 1995 (BDMR Act)



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Checklist

Make sure you have everything right!

NSW Born ONLY

I have completed the following:

- Part 1 – Screening questions.
- Part 2 – Child’s and parents’ details.
- Part 3 – Your child’s new name.
- Part 4 – Current name your child is using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your child’s name.
- Part 7 – Do you want your child’s new name recorded on the birth certificate?
- Part 8 – Can we apply for a NSW National Police check for your child?
- Part 9 – If your child has been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor for the child (if your child cannot provide a photo identification).
- Part 11 – Photo Guarantor for Mother (if mother cannot provide a photo identification).
- Part 12 – Photo Guarantor for Father (if father cannot provide a photo identification).
- Part 13 – Signature of the child (if 12 years of age or over).
- Part 14 – Declaration of parents or person(s) with parental responsibility.
- Completed Payment Details on page 19.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person.
- All required supporting documents;
- Including documents providing evidence of former name(s) listed in PART 5.
- Original NSW birth and/or NSW change of name certificate(s) with my application, or completed the Section 44 notice on page 17.

Overseas Born ONLY

I have completed the following:

- Part 1 – Screening questions.
- Part 2 – Child’s and parents’ details.
- Part 3 – Your child’s new name.
- Part 4 – Current name your child is using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your child’s name.
You will receive a change of name certificate only.
- Part 8 – Can we apply for a NSW National Police check for your child?
- Part 9 – If your child has been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor for the child (if your child cannot provide a photo identification).
- Part 11 - Photo Guarantor for Mother (if mother cannot provide a photo identification).
- Part 12 - Photo Guarantor for Father (if father cannot provide a photo identification).
- Part 13 – Signature of the child (if 12 years of age or over).
- Part 14 – Declaration of parents or person(s) with parental responsibility.
- Completed Payment Details on page 19.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person.
- All required supporting documents;
- Including documents providing evidence of former name(s) listed in PART 5.
- My proof of residency in NSW by including at least 4 documents to cover the last 3 years.
- Any previous NSW change of name certificates, or completed the Section 44 notice on page 17.

Payment details to register a change of name for a child (under 18)

NSW Registry of Births Deaths & Marriages. ABN 30 854 211 521. GPO BOX 30 Sydney NSW 2001.



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Deaths & Marriages

Certificate(s) will be mailed to you if the application was received by post, and incur a postage and handling fee.

PRINT clearly in BLACK or BLUE pen and complete all details.

Do you require Priority processing of your application? YES Fee applies, see 'Fees for Products & Services' flyer

International Registered Post

NOTE: To apply, you MUST select certificate/s in boxes below (e.g. 1)

Standard Birth certificate
NSW born only

Change of Name certificate

APPLICANT DETAILS

Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Address	<input type="text"/>	Suburb/Town/City	<input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Delivery Address <i>(if different)</i>	<input type="text"/>	Suburb/Town/City	<input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Phone number	<input type="text"/>	Email address	<input type="text"/>
Signature of applicant	<input type="text" value="X"/>		

CURRENT DETAILS OF CHILD

Date of birth	<input type="text"/>	Present age	<input type="text"/>
Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Place of birth <i>Suburb/Town/City</i>	<input type="text"/>		

PAYMENT DETAILS (complete this section for all mail applications).

For schedule of fees, see Fees for Product and Services flyer.

* Cheques payable to 'NSW Registry of Births Deaths & Marriages' (non Priority only)

Total Amount \$	<input type="text"/>	Please debit: AMEX <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	or enclosed is a cheque*/money order <input type="checkbox"/>	
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Cardholder name	<input type="text"/>				Expiry date	<input type="text" value="mm / yyyy"/>
Signature of cardholder	<input type="text" value="X"/>				From 1 July 2016 a surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.	