

## Certificate entitlement

If your Change of Name was registered with the NSW Registry of Births Deaths & Marriages after 1 April 1996 you can use this application to apply for a certificate.

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

- Three forms of your own ID (see below).

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

- A Letter of Authority (available at: [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)) giving permission from the person named on the certificate or if deceased, their next-of-kin. Please include their address, phone number and signature.
- Three forms of ID from the person giving permission (see below).
- Three forms of your own ID (see below).

## Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

Category 1	Category 3
<p><b>If born in Australia:</b></p> <ul style="list-style-type: none"><li>An Australian birth certificate</li></ul> <p><b>Record of immigration status:</b></p> <ul style="list-style-type: none"><li>Citizenship certificate</li><li>New Zealand citizenship certificate</li><li>New Zealand birth certificate</li></ul>	<ul style="list-style-type: none"><li>Medicare card</li><li>Credit or debit card</li><li>Centrelink or Department of Veterans Affairs card</li><li>Security guard/ Crowd control licence</li><li>Tertiary education institution ID card</li></ul>
Category 2	Category 4
<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>Proof of age card</li></ul>	<ul style="list-style-type: none"><li>Recent utility account with current residential address</li></ul>

## Your right to privacy

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

## Disclosure of information

When you complete this application form, understand that you have consented 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, Department of Immigration and Border Protection, and motor vehicle or driver licensing 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 National Document Verification Service (DVS).

Lodging by post	Lodging in person
GPO Box 30 SYDNEY NSW 2001	Registry office locations and hours Monday to Friday 8am–4:30pm <ul style="list-style-type: none"><li>35 Regent St, Chippendale NSW</li><li>160 Marsden St, Parramatta NSW</li></ul>
<b>Online</b> You can lodge this application online at: <a href="http://www.bdm.nsw.gov.au">www.bdm.nsw.gov.au</a>	<b>Phone: 13 77 88</b> (Service NSW: Monday to Friday 7am–7pm) <ul style="list-style-type: none"><li>NRS 1300 555 727 (Speech/Hearing impaired)</li><li>TIS 131 450 (Translating &amp; interpreting service)</li></ul>

# Replacement Change of Name Certificate Application



Justice

Registry of Births  
Deaths & Marriages

# Replacement Change of Name Certificate Application

NSW Registry of Births Deaths & Marriages ABN 30 854 211 521 GPO Box 30 Sydney NSW 2001 Tel: 13 77 88

Your certificate will be mailed to you if your application was received by post and will incur a postage and handling fee. **PRINT** clearly in **BLACK** pen and complete all details.

Do you require Priority processing of your application? Yes  Fee applies, see separate 'Fees for Products and Services' flyer.

Please specify the quantity you wish to receive e.g.

International Registered Post

Change of Name certificate

Reason certificate is required

(e.g. passport, school)

Your relationship to the person registered

(e.g. self, mother)

## APPLICANT'S DETAILS (details of person completing this form). Please provide copies of three forms of current identification with your application.

Family name

First given name

Other given name(s)

Company name  
(If applicable)

Company reference number  
(If applicable)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery address  
(If different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email address

Signature  
of applicant

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

## DETAILS OF CERTIFICATE REQUIRED

Date of birth

Present age

Registration number

Date change of name registered\*

\*If date unknown, period to be searched: From

To

(Note, each extra 10 year search or part thereof incurs a cost)

### Name at birth

Family name

First given name

Other given name(s)

### New name

Family name

First given name

Other given name(s)

### Place of birth

Country

Suburb/Town/City

### Parent 1 details

Family name  
(Current)

Family name at birth

First given name

Other given name(s)

### Parent 2 details

Family name  
(Current)

Family name at birth

First given name

Other given name(s)

## PAYMENT DETAILS (complete this section for mail applications only). For schedule of fees, see Fees for Product and Services flyer.

Total Amount \$

Please debit my:

AMEX

MasterCard

Visa

OR Enclosed is a cheque\*/money order

Card number

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

Name  
of cardholder

Expiry date

Signature  
of cardholder

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.