

# Application to register a change of name for an adult (18 years or over)



Births, Deaths and Marriages Registration Act 1995

## Eligibility

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Applications to register a change of name for an adult can only be accepted if:

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

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

## Instructions for completing this application

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### 1. Complete all sections

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

### 2. Identification requirements (ID)

- To protect your privacy, the Registry requires proof of your identity. Provide at least three (3) forms of ID with your application.
- You must provide photo ID.
- 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

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

### 5. 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

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- If you have an appointment for a change of name interview at a Registry Office, provide your original ID 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 9).
- All signatures must be witnessed by a qualified witness (see page 1).
- Any 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

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

### Can my 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 your name to a “prohibited name”, or if the Registrar is not satisfied that the change of name is not sought for a fraudulent or other improper purpose.

### How often can I change my name?

- If you have changed your name with any Registry office in Australia in the last 12 months or have registered three (3) previous changes of name within Australia, your application can only be approved with the consent of the Registrar after consideration of your reason for the change. This does not include change of name due to marriage and does not affect an Australian or New Zealand Court Order.

### Do I have to apply for a change of name if I get married?

- The Registry-issued marriage certificate is usually sufficient evidence to have personal documentation changed to your married family name. Some organisations may require you to register a change of name if you have married overseas.

### 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

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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

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### 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](http://www.bdm.nsw.gov.au)

### Disclosure of information

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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

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Refer to our website for fees and turnaround times.

### How to lodge this application

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#### 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.

### Registry office locations and hours

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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

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Tel: 1300 655 236

TTY: 9354 1371

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

# Identification to register a change of name for an adult (18 years or over)

*Births, Deaths and Marriages Registration Act 1995*

All photocopies of identification must be certified by a qualified witness as being true and correct copies. See “Qualified witness” page 1 for more information.

## Identification – if your birth is registered in NSW

- Please provide at least three (3) 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 (3) forms of ID. At least two (2) of these must be from Category 3.
- If your ID does not show your current residential address provide a current bank statement or utility bill (water, electricity, gas, telephone, etc). See Category 4.
- **You must provide photo ID**, otherwise complete the “Photo ID Declaration” (page 9).

All documents must be current and additional ID or information may be requested. You must establish proof of your current name and all other names ever used with evidence such as: marriage certificates, divorce papers, deed poll documents, change of name certificates, etc.

### Category 1

- **NSW Birth Certificate**  
Return all previously issued birth or change of name certificates with your application.

### Category 2

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

### Category 3

- **Medicare card** showing 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

#### Proof of current address (documents mailed to your residential address, not PO Box)

- **Current bank statements** in applicant's name and current residential address
- **Rates notices** in applicant's name and current residential address
- **Lease agreements** in applicant's name and current residential address
- **Utility accounts** (water, electricity, gas, telephone) in applicant's name with current residential address.

All photocopies of identification must be certified by a qualified witness (see “Qualified witness” page 1 for more information).

## Identification – if your birth is registered overseas

- Provide at least one (1) form of ID from Category 1 to confirm your name, full date of birth and place of birth. Otherwise, provide a passport (current or expired) or a full birth certificate with this information. If the birth certificate is in another language, provide a translation by an accredited translator.
- You must provide at least another three (3) forms of ID, one of each from Categories 2, 3 and 4.
- If unable to provide ID from Category 2, you must still provide at least three (3) forms of ID. At least two (2) of these must be from Category 3 and one (1) from Category 4.
- Photo ID is required. Either supply official photo ID, or one passport-sized photograph and a guarantor must complete the photo ID section.

All documents must be current and additional ID or information may be requested. You must establish proof of your current name and all other names ever used with evidence such as: marriage certificates, divorce papers, deed poll documents, change of name certificates, etc.

### Category 1

- **Australian citizenship certificate**
- **Proof of permanent residency** from Department of Immigration and Citizenship, or New Zealand citizenship certificate together with passport, or 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** showing 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

Proof of residency in NSW for a period of **three (3) or more consecutive years** before the date of this application. **Please ensure that at least one current document has been 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.

# Statutory Declaration to register a change of name for an adult (18 years or over)

OFFICE USE ONLY

CON No.

Births, Deaths and Marriages Registration Act 1995

## Details to be completed by the person whose name is being changed

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

I,

(full name presently being used)

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 that 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 an adult to be registered
- The new name stated below will be used by me for all purposes in the future and is not sought for fraudulent or improper purposes, and my 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

### Name at birth – original name recorded on your 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 place of birth.

Father's full name

(as recorded on your birth certificate)

Mother's full name

(as recorded on your birth certificate)

### Name you are using at present

Family Name

Given Name/s

## Previous names

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Please list all previous names you have used. Provide evidence of how you have changed your name. Failure to list all previous names may result in your application being refused. Please attach a separate page if there are more than five (5) previous names.

Family Name	Given Name/s	Date Changed	Where Changed

**You must establish proof of your current name and all other names ever used.  
Return all original certificates issued by the NSW Registry.**

## Full reason(s) why you are changing your name

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Be specific, for example, one or two word reasons such as “personal” are not acceptable.

## Information about criminal records

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**Do you consent to the Registrar obtaining your criminal record from the NSW Police Force for the purposes of determining your 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

**Have you ever 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 Section 10 of the *Crimes (Sentencing Procedure) Act 1999*. A conviction does not include a spent conviction.

YES  NO

**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.**

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.

### **If you were born in NSW**

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

**OR**

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

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

**YES**  (you will receive a new birth certificate only)

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

### **Signature of person whose name is being changed**

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

(signature of applicant (name you are using at present))

**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*

# Photo ID Declaration to register a change of name for an adult (18 years or over)

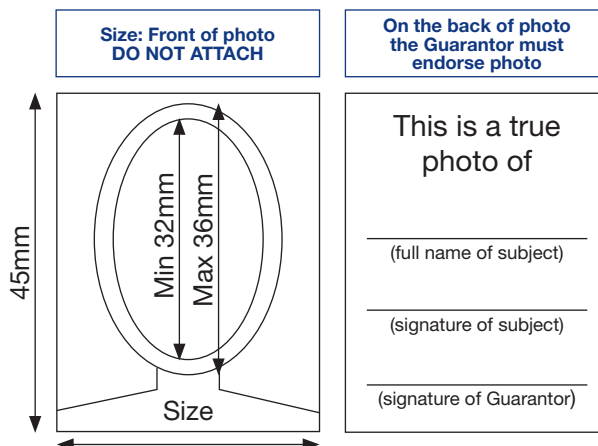
Births, Deaths and Marriages Registration Act 1995

You must complete a Photo ID Declaration if you cannot provide current photo ID. Include 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 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 writing “this is a true photo of” (the person’s full name) and signing their own name



### 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

