

Change of name information for applicants born in New South Wales



Births Deaths and Marriages Registration Act 1995

The following information is for adults (18 years or over) who were born in New South Wales.

Eligibility

Applications to register a change of name for an adult (18 years or over) born in NSW will be accepted if your birth is registered in NSW. If you were not born in NSW, and a court has made an order to protect you and/or your children, then you may apply for a change of name. You should provide a certified copy of the court order with your application.

If you cannot meet the above criteria please call 13 77 88 or check our website www.bdm.nsw.gov.au for more information.

Are you required to get approval to apply?

Persons who are 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 Births, Deaths and Marriages Registration Act 1995.

Further details are available on **page 3** and www.bdm.nsw.gov.au

Instructions

1 Complete all sections

Use black ink and write in BLOCK letters.

All corrections must be initialled. Do not use white out.

2 Identification documents (ID)

- The Registry requires proof of your identity.
- You should provide at least three (3) forms of ID with your application. At least one of these should be photo ID.
- Documents in other languages must be translated into English by an accredited translator. Both the original and translated documents should be submitted with your application.
- All photocopies of ID must be certified by an authorised witness as being true and correct copies of the originals. The following persons can certify your ID.
 - 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*.

3 Payment details

- The fee for registering a change of name includes processing your application and either a change of name certificate or a birth certificate. **If your application is declined or cancelled only the certificate fee will be refunded.**

Continued

Lodging an application

If you have an appointment for an interview at a Registry office, be sure to bring your original ID documents so that a Registry officer can certify them.

If applying by post, attach photocopies of your ID documents certified by an authorised witness.

Incomplete applications will cause delays, and may be returned or result in your application being declined.

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.

Any original copies of birth and/or change of name certificates previously issued by the Registry should be returned with your application.

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 in limited circumstances. If you believe your circumstances may allow you to apply for a change of name despite having already changed your name three or more times, please call **13 77 88** or check our website at **www.bdm.nsw.gov.au**. This does not include change of name due to marriage, or by an Australian court order.

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

No. A Registry-issued marriage certificate is usually sufficient evidence to have personal documentation changed to your married family name. Some organisations may ask you to register a change of name if you have married overseas.

Unsuccessful applications

All change of name applications are recorded for fraud protection. You will be notified by the Registry if your application is unsuccessful.

Fees and processing times

Please call 13 77 88 for current fees and processing times or check our website at **www.bdm.nsw.gov.au**

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 us on **13 77 88** to make an appointment to lodge your application in person.

Registry office locations and hours
Monday to Friday 8.00am – 4.30pm

- 35 Regent Street
Chippendale NSW 2008
- 160 Marsden Street
Parramatta NSW 2150
- 95 Tudor Street
Hamilton NSW 2303

Enquiries

Phone: 13 77 88
NRS: 1300 555 727
www.bdm.nsw.gov.au

If you require further information or need advice, interpreting services are available by phoning the Translating and Interpreting Service (TIS National) on **131 450**

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Change of name applications – restricted persons

Are you required to get approval to apply?

Persons who are 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 *Births, Deaths and Marriages Registration Act 1995*.

Persons restricted from changing their name in NSW

The *Births, Deaths and Marriages Registration Act 1995* restricts certain classes 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 are:

- An inmate of a correctional centre.
- A person on remand.
- A parolee.
- A periodic detainee.
- A person who is subject to a supervision order.
- A forensic patient.
- A correctional patient.

Exemptions to these restrictions are:

- 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.

If you are unsure of your status please contact:

- **LawAccess NSW on 1300 888 529**
(Monday to Friday 9am to 5pm excluding public holidays).
- Prisoners 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).

Continued

How we deal with your information

Your right to privacy

The NSW Registry of Births Deaths & Marriages administers the *Births, Deaths and Marriages Registration Act 1995* (NSW). The information required on this form is collected under the provisions of this Act and forms the basis for the registration of a change of name. The change of name register is part of the civil records of NSW and 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 Passport Office, Department of Immigration and Border Protection, and motor vehicle or driver licensing 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 register a change of name, to issue the related certificate and to prevent fraud.

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

Identification documents

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.

Photo identification must be provided. If you have not supplied official photo identification such as a passport or driver licence you must provide one passport sized photo and a guarantor must complete the section on page 9 of the application.

One form of identification must confirm your current residential address.

All documents must be current and additional identification or information may be requested.

If you cannot provide the identification above please call 13 77 88 or check our website at www.bdm.nsw.gov.au for more information.

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 (DFAIT), Department of Immigration and Border Protection (DIBP), 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 online Certificate Validation Service (CertValid) and the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using CertValid and/ or DVS.

Please provide the following document

- Full New South Wales birth certificate

You should also provide at least one of the following

- Current Australian driver's licence
- Current Australian passport or foreign passport
- Current NSW Roads and Maritime Services ID card
- Current Firearms licence

You should also provide at least one of the following

- Current 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

Once you have read and understood the information above, proceed to the next page to complete your application.

Application to register a change of name for **an adult born in NSW**



*Births Deaths and Marriages Registration Act 1995
(18 years or over)*

Office Use Only

CON No.

False representation

If you knowingly provide false information in this application, 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.

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 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 have read and understand all the instructions in this document including ‘Your right to Privacy’ and ‘Disclosure of Information’.

Applicant details

Name *(full name presently being used)*

Family name
First given name Other given name(s)

Residential address *(present residential address – a PO Box is not acceptable)*

Address Line 1
Address Line 2
Suburb/Town/City
State/Territory Postcode Country

Postal address *(if different from above)*

Address Line 1
Address Line 2
Suburb/Town/City
State/Territory Postcode Country

Contact details

Contact number Email address

Application to register a change of name for **an adult born in NSW**



Continued

Name at birth *(original name recorded on your NSW birth certificate)*

Family name	<input type="text"/>		
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Suburb/Town/City	<input type="text"/>		
State/Territory	<input type="text"/>	Country	<input type="text"/>

Your parents' details

Parent One (mother/parent) details *(as recorded on birth certificate)*

Family name	<input type="text"/>	Family name at birth	<input type="text"/>
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>
Parent One's mother's family name at her own birth	<input type="text"/>	Date of birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>

Place of birth

Suburb/Town/City	<input type="text"/>		
State/Territory	<input type="text"/>	Country	<input type="text"/>

Parent Two (father/parent/mother) details *(as recorded on birth certificate)*

Family name	<input type="text"/>	Family name at birth	<input type="text"/>
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>
Parent Two's mother's family name at her own birth	<input type="text"/>	Date of birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>

Place of birth

Suburb/Town/City	<input type="text"/>		
State/Territory	<input type="text"/>	Country	<input type="text"/>

New name you want to register - *to use for all purposes. All names in this section will appear on your certificate*

Family name	<input type="text"/>		
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>

Name you are using at present

Family name	<input type="text"/>		
First given name	<input type="text"/>	Other given name(s)	<input type="text"/>

Application to register a change of name for **an adult born in NSW**



Continued

Previous registered names

Please list all previous names that have been registered (whether in New South Wales or another state). Provide evidence of how you have changed your name/s.

If you have previously registered a change of name in New South Wales you must return all New South Wales change of name certificates in your possession, as they are no longer valid.

If you have previously registered a change of name in another state you must provide a certified copy of the change of name certificate from that state.

Failure to list all previous registered names may result in your application being refused. Please attach a separate page if there are more than five (5) previous registered names.

Family name	First given name	Other given name(s)	Date changed	Where changed

Other former names

Please list all other names you have used that have not been registered in any Registry in Australia. Provide evidence of how you have assumed these name/s. For example, marriage certificates, deed poll documents, or documents issued by a government department showing a link between your original name and the name(s) you have assumed.

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	First given name	Other given name(s)	Date changed	Where changed

Continued

Certificate issued

If born in NSW, do you want your new name recorded on your birth certificate?

- Yes You receive a birth certificate in new name with an endorsement stating your previous name/s.
- No You will receive a change of name certificate. An endorsement appears on any birth certificates purchased. You will need to return your old birth certificate as it will no longer be valid after a change of name has been registered.

Criminal records

Do you consent to the Registrar conducting a criminal record check with the NSW Police Force in determining your application? You are not required by law to consent, but your application 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 a prison sentence of 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

Full reason(s) why you are changing your name

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

Signature of person applying for change of name

Date signed (dd/mm/yyyy)

Continued

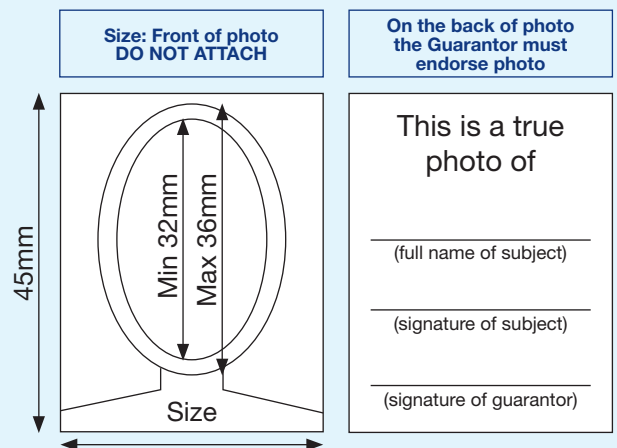
Photo ID declaration to register change of name for an adult born in NSW (18 years or over)

**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.**

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

First given name

Other given names(s)

Residential address *(PO Box cannot be accepted)*

Address Line 1

Address Line 2

Suburb/Town/City

State/Territory Postcode Country

Date of birth / / 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 / /

Contact number Email address

Payment Details to register a change of name for an adult (18 years or over)

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

If applying in person you will need to make an appointment. Please call 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.

See separate 'Fees for Products and Services' flyer.

Please PRINT clearly in BLACK pen. Start at the left. Please complete all details.

NOTE: Payment includes the registration and the purchase of ONE standard certificate. Additional fee required if you wish to purchase a commemorative birth certificate package.

Is your application urgent? Yes No

Please select the certificate(s) you wish to receive Standard birth certificate (Qty) _____ Change of name certificate (Qty) _____

Commemorative certificate package (includes a standard birth certificate - specify design e.g. Fauna: 2)

Fauna (Qty) _____ Be Blessed (Qty) _____ Spirit Baby (Qty) _____ Handprint blue (Qty) _____

Handprint pink (Qty) _____ Feet (Qty) _____ International Express Post

Reason certificate is required _____ Your relationship to the registered person _____
(e.g. passport, driver's licence) (e.g. self)

APPLICANT'S DETAILS (Name you are using at present). Please provide copies of at least three (3) forms of current identification with your application.

Family name			
First given name	Other given name(s)		
Company name <i>(If applicable)</i>	Company reference number <i>(If applicable)</i>		
Address	Suburb/Town/City		
State/Territory	Postcode	Country	
Delivery address <i>(If different from above)</i>	Suburb/Town/City		
State/Territory	Postcode	Country	
Contact number	Email address		
Signature of applicant	<input type="checkbox"/> I certify that I understand the provisions on Identification, Privacy & Disclosure and that the information I have provided is true and correct.		

DETAILS OF BIRTH

Date of birth / / Present age

New name

Family name			
First given name	Other given name(s)		
Place of birth <i>(Suburb/Town/City)</i>			

Parent 1 details

Family name <i>(Current)</i>	Family name at birth	
First given name	Other given name(s)	

Parent 2 details

Family name <i>(Current)</i>	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.

Enclosed is a cheque*/ money order for \$. OR please debit my: AMEX MasterCard Visa \$.

Card number

Name of cardholder _____ Expiry date /

Signature of cardholder _____

*Cheques payable to the **NSW Registry of Births Deaths & Marriages** Personal/company cheques are not accepted for urgent applications.

OFFICE USE ONLY

CON No.

App No.



Registry of Births Deaths & Marriages
Attorney General & Justice