

BIRTHS, DEATHS AND MARRIAGES  
**APPLICATION TO REGISTER A  
CHANGE OF NAME FOR A CHILD**

*Births, Deaths and Marriages Registration Act 1997  
Births, Deaths and Marriages Registration Regulation 1998*

**GENERAL INFORMATION**

This form can only be used to register a change of name for a child whose birth is registered in the ACT, or who is currently a resident of the ACT. If the child was born overseas, they must be an Australian citizen or permanent Australian resident.

The Registrar-General will not register a change of name unless satisfied of the identity and age of the person whose name is to be changed and that the change is not sought for a fraudulent or other improper purpose. Under the Births, Deaths and Marriages Registration Act 1997, certain restricted people require approval from the Director-General of Justice and Community Safety in order to apply for a change of name. A restricted person is one who is serving a sentence of imprisonment including periodic detention or is the subject of a parole order.

If the application to register a change of name is approved, an entry will be created in the change of name register. If the child was born in the ACT, the new name will also be noted on their birth registration and will appear on all birth certificates issued after registration of the change of name. You must select if you want the new name noted on the front or the back of the birth certificate. If the child was born in another State or Territory within Australia, the Registrar-General of that jurisdiction will be notified of the change of name and it may appear on birth certificates subsequently issued by that jurisdiction.

**PARENTAL CONSENT AND CONSENT FROM A CHILD OVER 14 YEARS OF AGE**

If the child's birth registration includes details of two parents, both parents must apply and consent to the registration of the change of name.

One parent may apply if they are the only parent on the child's birth registration; or if one parent is the only person with parental responsibility for decisions about the child's name until they are 18 years old; or one parent is deceased. If either parent cannot be found or refuses to consent to the application to change the child's name, a Court Order approving the proposed change is required.

**CONSENT FROM A CHILD OVER 14 YEARS OF AGE**

If the child has attained the age of 14 years, the child must also consent to the application to change their name.

**REFERRAL TO THE AUSTRALIAN FEDERAL POLICE (AFP) AND OTHER AGENCIES AND CONSENT TO RELEASE INFORMATION**

This form may be directed to the AFP and other agencies including (but not limited to) other Birth, Death and Marriage Registries, the Passports Office, Department of Immigration and Citizenship, and Motor Vehicle Registries. Usually these referrals are simply to verify the evidence that you have provided in making your application. If there are discrepancies, we may require you to correct any errors with the issuing agency prior to being able to register the change of name application. It is extremely important that all identity documents are accurate and reflect the correct identity information. In all cases it is necessary for you to consent for the Registrar-General to require the AFP or other agencies to release information available to them that may assist the Registrar-General in making his/her decision. As a result, as you complete this form it is assumed that you are consenting to the release of information by these agencies in support of your application. Documents provided as proof of identity may have their authenticity verified through the National Document Verification System (DVS). Documents issued by this office may also be verified by external agencies using DVS.

### REASONS YOUR APPLICATION MAY BE REJECTED

The Registrar-General may refuse to register your change of name application if you;

- Have previously offended;
- Have significant association with an offender;
- Are unable to produce the required proof of identity documents;
- Have failed to advise of previous changes of name in the ACT or other jurisdiction;
- Are currently involved in an investigation;
- Have outstanding debts;
- Desired name is a prohibited name;
- A registered change of name has been performed in the last 12 months;
- Have failed to prove ACT residency

If you are able to demonstrate that the information used by the Registrar-General as part of the decision-making process has been superseded, then the change of name application can be reviewed.

### PROOF OF IDENTITY, RESIDENCY AND OTHER DOCUMENTATION REQUIRED (INCLUDE COPIES WITH YOUR APPLICATION)

Upon application, you will need to provide sufficient evidence to allow the Registrar-General to be satisfied of the child's identity. This includes, but is not limited, to the following:

- Your child's original birth certificate. (If born in the ACT you must return all original birth certificates)
- If born overseas, we will require a current Australian Passport, Australian Citizenship Certificate or current Australian visa.
- If the child is not born in the ACT, we require the birth certificate of the child and two forms of evidence, from you as the parent, proving residency in the ACT.
- If you, as the parent, have previously changed your name through marriage, by registered deed poll or by registered change of name, we require evidence of those changes of name.
- Each parent must provide three forms of current identification upon application. At least one form from each parent must be Primary Proof of identification and two other forms of Secondary Identification. In cases where a person is unable to provide enough forms of identification please contact this office.

Primary Proof of Identity	Secondary Proof of Identity	Proof of Residency
<p><b>A photographic <i>Driver Licence</i></b> issued in Australia and current or expired up to two years.</p> <p><b>Australian Birth Certificate</b> (not a Commemorative Certificate or extract). If the certificate is not in the name currently used appropriate linking documentation will be required (e.g. Marriage Certificate).</p> <p><b>Australian Passport</b> current or expired up to two years.</p> <p><b>Overseas Passport</b> current or expired up to two years.</p> <p><b>Australian Citizenship Certificate or Naturalisation Certificate.</b></p> <p><b>Department of Home Affairs Travel document</b> valid up to five years after date of issue.</p> <p><b>Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard</b> valid to date of expiry.</p> <p><b>Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard</b> valid to date of expiry.</p> <p><b>Department of Home Affairs Australian Migration Status (AMS) ImmiCard</b> valid to date of expiry.</p> <p><b>Current Police Officer Photo Identity Card</b> issued in ACT only.</p> <p><b>Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card</b> with appropriate security features that displays the date of issue by Authority and current or expired up to two years.</p>	<p><b>Current Medicare Card.</b></p> <p><b>Current Student Identity Document</b> with photograph and signature issued by an Educational Institution.</p> <p><b>Current Centrelink or Department of Veterans Affairs Concession Card.</b></p> <p><b>KeyPass Identity Card</b> issued by Australia Post current or expired up to two years.</p> <p><b>Security Guard / Crowd Controller Identity Card</b> with photograph issued by an Australian State or Territory current or expired up to two years.</p> <p><b>Firearm <i>Licence</i></b> with photograph issued by an Australian State or Territory current or expired up to two years.</p> <p><b>Current Consular Identity Card</b> with photograph issued by Department of Foreign Affairs and Trade.</p> <p><b>Current State, Territory or Federal Government Employee Identity Card</b> with photograph.</p> <p><b>Current Australian Defence Force Identity Card</b> with photograph.</p> <p><b>Current ACT Government Services Access Card.</b></p> <p><b>Working with Vulnerable People Registration Card</b> current or expired up to two years.</p> <p><b>ACT High Risk Work <i>Licence</i></b> current or expired up to two years.</p> <p><b>Proof of Residency</b> (excluding Proof of Identity Cards issued after 19 September 2018)</p> <p><b>Contract of Purchase, Current Lease or Rental Agreement</b> for relevant premises prepared by a real estate agency or the ACT Government. Private rental agreements or receipts will not be accepted.</p>	<p><b>Rates Assessment Notice</b> which is current and issued by ACT Revenue Office.</p> <p><b>Land Tax Valuation Assessment Notice</b> which is current and issued by ACT Revenue Office.</p> <p><b>Current Centrelink or Department of Veterans Affairs Concession Card.</b></p> <p><b>Utility account relating to the nominated physical address</b> for electricity, gas, water or land line telephone paid within six months from date of application.</p> <p><b>Utility provider welcome letter or bundle advice</b> related to the nominated physical address received within three months from date of application.</p> <p><b>Home Internet account relating to the nominated residential address</b> paid within six months from date of application.</p> <p><b>Pay Television account relating to the nominated residential address</b> paid within six months from date of application.</p> <p><b>Confirmation of Address Minute</b> accompanied by an identity card both issued by Department of Defence.</p> <p><b>Letter from University residence</b> deemed suitable by Authority accompanied by Student Identity Card.</p> <p><b>Bank Statement</b> with evidence of regular purchases in the ACT within three months from date of application.</p> <p><b>Documents from an Australian Government Department or ACT Government Directorate</b> relating to the nominated physical address received within six months from date of application (excluding documents from the Australian Electoral Commission AEC).</p> <p><b>MyGov electronic correspondence</b> displaying the nominated physical address received within six months from date of application.</p>

#### PRIVACY INFORMATION

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Documents provided as proof of identity may have their authenticity verified through the National Document Verification System (DVS). Documents issued by this office may also be verified by external agencies using DVS.

#### LODGEMENT AND CONTACT INFORMATION

**Preferred lodgement is by email: [bdm@act.gov.au](mailto:bdm@act.gov.au)**

**In Person:** Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR) to find an Access Canberra Service Centre

**General Enquires: 132281**

#### INSTRUCTIONS FOR COMPLETION

- If completing this form by hand, please use a solid black pen only.
- If born in the ACT, please ensure you select whether you want the change to replace the existing name on the front of the birth certificate or noted on the back of the birth certificate
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a solid black pen and substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Proof of identity must be submitted with this application.
- A BDM Team member will contact you for payment if this form is lodged by email to [bdm@act.gov.au](mailto:bdm@act.gov.au). You must include a current phone number and/or email address.

#### FEES

A fee applies to lodge an application to change a name. This fee is non-refundable regardless of whether your application is registered. Upon registration a further fee is payable to obtain the certificate of change of name or an updated birth certificate.

All certificates posted within Australia are sent by registered person to person post. If the certificate is to be sent overseas, an international express post fee will apply. For a list of fees for a standard certificate, please refer to the fee schedule. Service Centre payments can be made by credit card, EFTPOS, money order. All money orders should be made payable to the Access Canberra.

<b>Applicant's Contact Number</b>		<b>Registration Number</b> (Office use only)	
<b>Parent Email Address</b>		<b>Parent Email Address</b>	

**DETAILS OF CHILD AT THE TIME OF THEIR BIRTH**

<b>Surname at Time of Birth</b>		<b>Given Name(s) at Time of Birth</b>	
<b>Date of Birth</b>	<b>Place of Birth</b> (if not born in the ACT, provide birth certificate)	<b>Sex</b>	
/ /		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/> Indeterminate <input type="checkbox"/> Intersex	
A change of name for a child born in the ACT will be noted on the Birth Certificate. Please select whether you want the new name to replace the existing name on the <b>front</b> of the certificate or to be recorded on the <b>back</b> of the certificate.		<input type="checkbox"/> Front of Birth Certificate <input type="checkbox"/> Back of Birth Certificate	

**CURRENT DETAILS OF CHILD** (The name the child currently use)

<b>Current Surname</b>	<b>Current Given Name(s)</b>

**DESIRED NAME** (The name you would like the child to be known as after the change of name has been registered)

<b>Surname</b>	<b>Given Name(s)</b>

**RESTRICTED PERSON STATUS** (please attach Director-General approval if required)

Is the child currently serving a sentence of imprisonment, or on parole?    YES    NO  
If yes, please attach approval from the Director-General of the Justice and Community Safety Directorate for this application.

**DETAILS OF CHILD'S**    MOTHER    BIRTH PARENT    FATHER (Failure to select an option will result in the registration defaulting to Birth Parent)

<b>Surname</b>	<b>Given Names</b>	
<b>Former Names if Any</b>	<b>Date of Birth</b>	<b>Place of Birth</b>
	/ /	

**DETAILS OF CHILD'S**    FATHER    OTHER PARENT    MOTHER (Failure to select an option will result in the registration defaulting to Other Parent)

<b>Surname</b>	<b>Given Names</b>	
<b>Former Names if Any</b>	<b>Date of Birth</b>	<b>Place of Birth</b>
	/ /	

**ANY PREVIOUS CHANGES OF NAME** (Includes Deed Poll, Registered Change of name or names known by use, repute)

<b>Old Name</b>	<b>New Name</b>	
<b>Place of Change</b>	<b>Method of Change</b> (ie, Deed poll)	<b>Date of Change</b>
		/ /

**CONFIRMATION OF DESIRED NAME BY CHILD IF 14 YEARS OF AGE OR OLDER** (The name you would like to be known as after the change of name has been registered)

<b>Surname</b>	<b>Given Name(s)</b>

**CONSENT OF THE CHILD IF 14 YEARS OF AGE OR OLDER**

I consent to my name being changed to the new name that has been stated above

**Signature of Child**

--	--

**DECLARATION BY**  **MOTHER**  **BIRTH PARENT**  **FATHER**

I, (full name)

**being a** (occupation)

**of** (address)

hereby apply to the Registrar-General for registration of a change of my child's name to:

**New Full Name**

--

I acknowledge and declare that I have read the general information document provided with this form and the information I have provided on this form relates to myself and my child and is correct. I understand that the Registrar-General may provide this form and any evidence in support of this application to the Australian Federal Police (AFP) or agencies including, but not limited to, other Birth, Death and Marriage Registries, the Passports Office, the Department of Immigration and Citizenship, and Motor Vehicle Registries. I also give my consent for these agencies to release any relevant information to the Registrar-General that he/she may require in order to be satisfied that this application is not being sought for fraudulent or improper purposes.

**Signed** (mother/birth parent/father's signature)

**Declared at** (place)

**on** (date)

**DECLARATION BY**  **FATHER**  **OTHER PARENT**  **MOTHER**

I, (full name)

**being a** (occupation)

**of** (address)

hereby apply to the Registrar-General for registration of a change of my child's name to:

**New full name**

--

I acknowledge and declare that I have read the general information document provided with this form and the information I have provided on this form relates to myself and my child and is correct. I understand that the Registrar-General may provide this form and any evidence in support of this application to the Australian Federal Police (AFP) or agencies including, but not limited to, other Birth, Death and Marriage Registries, the Passports Office, the Department of Immigration and Citizenship, and Motor Vehicle Registries. I also give my consent for these agencies to release any relevant information to the Registrar-General that he/she may require in order to be satisfied that this application is not being sought for fraudulent or improper purposes.

**Signed** (father/other parent/mother's signature)

**Declared at** (place)

**on** (date)

**SUPPORTING DOCUMENTS**

- Three forms of proof of identity, at least one being primary proof of identity, for each parent.
- If the child is born outside of the ACT, the child's birth certificate.
- If the child was born overseas, a current Australian passport, Australian Citizenship Certificate or Australian visa.
- If a parent has previously changed their name through marriage, registered deed poll, or registered change of name, evidence of the change of name.

**DETAILS OF APPLICANT (Person completing form)**

<b>Surname</b>		<b>Given Name(s)</b>
<b>Current Residential Address</b>		
<b>Daytime Contact Number</b>	<b>E-mail Address</b>	<b>Signature of Applicant</b>
<b>Reason Certificate is Required</b>	<b>Relationship to Person Named on Certificate</b>	

**POSTAGE DETAILS)**

<b>Postal Address</b> (If different from residential address)

**BIRTH CERTIFICATE APPLICATION (IF BORN IN THE ACT)**

Choose the certificate type:

Standard Birth certificate – (used for legal purposes and printed on security paper)

Commemorative certificate – (unable to be used for legal purposes)

Commemorative Birth package – (includes a standard Birth certificate and a Commemorative certificate)

If you have selected a **Commemorative certificate** or **Commemorative Birth package**, please choose the design:

Canberra   
  Capital   
  Bluebell   
  Clowns   
  Blue Bunny   
  Pink Bunny  
 Bears   
  Duck   
  Sparkles   
  Bubbles   
  Woods   
  Flags

<b>Surname at Time of Birth</b>		<b>Given Name(s) at Time of Birth</b>
<b>Date of Birth</b>	<b>Place of Birth</b>	
/ /		
<b>Mother's/ Birth parent's / Father's Full Former Name</b> (If any)		<b>Father's/ Other parent's / Mother's Full Name</b>

 **CHANGE OF NAME CERTIFICATE**

<b>Surname at Time of Birth</b>		<b>Given Name(s) at Time of Birth</b>
<b>Current Surname</b> (If different)		<b>Current Given Name(s)</b> (If different)
<b>Date of Birth</b>	<b>Place of Birth</b>	
/ /		