

BIRTHS, DEATHS AND MARRIAGES
**YOUNG PERSON APPLICATION FOR
RECOGNISED DETAILS CERTIFICATE; CHANGE OF
GIVEN NAME;
OR BOTH**

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

IMPORTANT INFORMATION

A young person is an individual under the age of 18. A young person may use this form if they are seeking a recognised details certificate to acknowledge a change of sex; or they would like to change their given names; or both.

You're eligible to apply if –

- you were born outside of the ACT and have lived in the ACT for more than 3 months

AND – one of the following –

- you are 14 to 17 years old; or
- you are 12 or 13 years old, and you have the consent of:
 - both your parents (unless only one parent is named in your birth registration); or
 - one of your parents and it is not reasonable or practicable to gain consent of your other parent i.e., they are incapacitated and unable to provide consent. In situations where one parent is not supportive; does not agree or would not agree with the application you will need to apply to ACT Civil and Administrative Tribunal (ACAT) for permission to apply on your own.
- You are under 14 years old and the ACT Civil and Administrative Tribunal (ACAT) has given you leave (permission) to apply.



If you are unsure about your eligibility to apply, you can contact one of our BDM team members to discuss bdm@act.gov.au

PRIVACY INFORMATION

The collection of personal and health information in this form is authorised by the [Births, Deaths and Marriages Registration Act 1997](#). We use this information to assess your eligibility, confirm your identity, register your details, issue your certificate and to contact you about your application.

The information you provide will be securely stored in the Registry. The Registrar-General protects your privacy in accordance with the [Information Privacy Act 2014](#).

Information held in the Registry may be deidentified and shared with authorised government and non-government agencies for statistical purposes. Identifiable information may be provided to law enforcement agencies in limited circumstances authorised by law. Certificates issued by this office may be checked by external agencies using the National Document Verification Service.

HOW WE USE THE DOCUMENT VERIFICATION SERVICE

The [Document Verification Service \(DVS\)](#) is a national secure online system. We may use the DVS to check identity documents issued by Australian, State and Territory agencies. The DVS checks your details are the same as those on your ID and that your ID is real. We only keep a copy of your identity documents when further checks are required or when a document is not verifiable in the DVS.

For further information see our [DVS Collection Notice](#).

You have the choice not to use the DVS. If you do not consent to the DVS, you must attend an Access Canberra Service Centre.

You must select one option below.

- ☐ **I consent** to my documents being checked in the DVS (email, mail or Access Canberra Service Centre submission).
- ☐ **I do not consent** to my documents being checked in the DVS and will attend an Access Canberra Service Centre for my documents to be checked in person. Please take original identity documents and photo ID for checking.

REASONS YOU MIGHT NOT BE ABLE TO CHANGE YOUR NAME

You can only change your given name/s. You can't change your surname. Also, you might not be able to change your name if –

- you already changed it recently. You can't change your name more than once in 12 months.
- your new name isn't allowed (for example, you can't call yourself 'Prince' or a swear word).
- you can't prove your identity or your ACT residency.
- you are involved in a police investigation.
- you have previously broken the law or have connections with a criminal offender.

SEX DESCRIPTOR

A 'sex descriptor' is the word(s) a person uses to describe the sex they identify as. You are welcome to use either sex or gender terms. Access Canberra accepts a wide range of sex descriptors to reflect individual identities.

You will be asked to provide the sex descriptor you want to register in section 3 of this form. This is a free text field that cannot be left blank. This descriptor will appear in the sex field on the Recognised Details Certificate.

PROHIBITED SEX DESCRIPTORS

Your chosen descriptor must not be a prohibited sex descriptor. A prohibited sex descriptor means a term describing a person's sex that is:

Obscene or offensive

A sex descriptor must not include swear words, descriptions of lewd or sexual acts. A descriptor also should not humiliate, insult, or offend a person or group based on race, religion, ability, or other distinguishing characteristics.

Too long

A sex descriptor must not be more than 100 characters, including spaces. This is because there is limited space on a Recognised Details Certificate.

Contains symbols

A sex descriptor must not contain symbols without phonetic significance such as punctuation marks like '!' or '?,' or other symbols like '@' or '#,' Roman numerals or numbers.

Other reason

A sex descriptor may be prohibited for other reasons such as it being sought for an improper purpose.

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

You will be asked to provide at least two of the documents listed below. The most important ones are at the top of the list, so include these if you have them.

- Australian Birth Certificate or Passport
- Overseas Birth Certificate or Passport
- Australian residency or visa document
- Learner or Provisional Driver Licence
- Medicare card
- Student card / school enrolment documentation
- Australian Taxation Office or bank statement
- Other acceptable ID – for full list [Acceptable ID for births, relationships and deaths - Access Canberra](#)

We understand that you may not have many of the documents listed above at this stage in your life, so please get in contact with us if you need help.

INSTRUCTIONS FOR COMPLETION

- Please print clearly and complete all relevant sections.
- This office will not accept incomplete submissions.
- If lodging the application in person, you must supply original identification documents.

LODGEMENT AND CONTACT INFORMATION

Preferred lodgement is by email: bdm@act.gov.au

In Person: Please visit www.act.gov.au/accessCBR to find an Access Canberra Service Centre

General Enquiries: 132281

If you require further information or need advice, a language assistance service is available by phoning the

Translating and Interpreting Service (TIS) on 13 14 50

YOUNG PERSON APPLICATION FOR RECOGNISED DETAILS CERTIFICATE; CHANGE OF GIVEN NAME OR BOTH

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

WHAT TO COMPLETE:

- ☐ If applying for a Recognised Details Certificate AND Change of Given Name(s) - complete all sections.
- ☐ If applying for a Recognised Details Certificate only - complete sections 1, 3, 4 & 5
- ☐ Change of Given Name(s) only - complete sections 1, 2, 4 & 5

SECTION 1 - APPLICANT DETAILS

Surname at Time of Birth		Given Name(s) at Time of Birth	
Current Surname (The legal name currently registered)		Current Given Name(s) (The legal name currently registered)	
Date of Birth		Place of Birth	
/ /			
Sex at birth was recorded as			
☐ Male ☐ Female ☐ Unspecified ☐ Indeterminate ☐ Intersex			
Current Residential Address			
			Postcode
Current Postal Address (If different)			
			Postcode
E-mail Address			
Contact Number			

DETAILS OF YOUR PARENTS

PARENT ONE

Relationship to applicant (Mother/Birth parent/Father/Other parent)

Given Name(s)	Surname
Former Given Name(s) (if any)	Former Surname (if any)

PARENT TWO	
Relationship to applicant (Mother/Birth parent/Father/Other parent)	
Given Name(s)	Surname
Former Given Name(s) (if any)	Former Surname (if any)

SECTION 2 – Change of Given Name (complete this section if you want to change your given name(s))		
Desired Given Name(s) (The name you would like to be known as after the change of name has been registered)		
Any Previous Changes of Name (Includes Deed Poll, Registered Change of name or names known by use, repute)		
Old Name	New Name	
Place of Change	Method of Change (i.e., Deed poll)	Date of Change
		/ /

GENDER AFFIRMATION	
Are you changing your name for the purpose of gender affirmation? ☐ YES ☐ NO	
If yes; I understand that it is an offence under the <i>Criminal Code 2002</i> to knowingly provide false or misleading information ☐	

SECTION 3 – Recognised Details Certificate (complete this section if you want to change your sex)			
Please write the sex descriptor you would like to register in the field below.			
Select other details to appear on Recognised Details Certificate (Name and sex are automatically included)			
Date of Birth ☐	Place of Birth ☐	Former Surname (if any) ☐	Former Given Name/s (if any) ☐
Former Sex ☐	Name of Parent one ☐	Name of Parent two ☐	

SECTION 4 – Young Person Declaration/Parents Consent/ACAT Order	
DECLARATION BY APPLICANT (tick the appropriate boxes)	
I, (full name)	being a (occupation)
of (address)	
make the following declaration:	
☐ I hereby apply to the Registrar-General for a recognised detail certificate.	
☐ I hereby apply to the Registrar-General to change my given name(s).	
☐ I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under <i>the Criminal Code</i> and I believe that the statements in this declaration are true in every particular.	
Signed (applicant's signature)	Declared at (place) on (date)

Section 4 continued**If applicant is under 14 years old - DECLARATION BY PARENT ONE (tick the appropriate boxes)**

I, (full name)

being a (occupation)

of (address)

make the following declaration:

- ☐ I am the parent or a person with parental responsibility of the applicant who is under the age of 14.
- ☐ I hereby consent to the person listed as the applicant on this form applying to the Registrar-General for a recognised details certificate.
- ☐ I hereby consent to the person listed as the applicant on this form applying to the Registrar-General to change their given name(s).
- ☐ I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under *the Criminal Code* and I believe that the statements in this declaration are true in every particular.

Signed Parent one's signature	Declared at (place)	on (date)
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If applicant is under 14 years old - DECLARATION BY PARENT TWO (tick the appropriate boxes)

I, (full name)

being a (occupation)

of (address)

make the following declaration:

- ☐ I am the parent or a person with parental responsibility of the applicant who is under the age of 14.
- ☐ I hereby consent to the person listed as the applicant on this form applying to the Registrar-General for a recognised details certificate.
- ☐ I hereby consent to the person listed as the applicant on this form applying to the Registrar-General to change their given name(s).
- ☐ I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under *the Criminal Code* and I believe that the statements in this declaration are true in every particular.

Signed Parent two's signature	Declared at (place)	on (date)
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ACAT ORDER DETAILS – PLEASE ATTACH ORDER TO APPLICATION**Date of ACAT order****ACAT order number****SUPPORTING DOCUMENTS & LODGEMENT**

- ☐ **Two forms of proof of identity, at least one being a birth certificate for the applicant**
- ☐ **Proof of residency in the ACT.**
- ☐ **ACAT Order - If you are under 14 years of age and have been granted leave by ACAT to make this application.**
- (Please contact this office if you are unable to provide the required documents)

SECTION 5 – APPLICATION FOR CERTIFICATE	
Certificate Delivery BDM certificates are delivered by registered post.	
Given name	Surname
Relationship to applicant	Contact phone number
Postal address	
Email address	

Preferred lodgement is by email: bdm@act.gov.au or
 Please visit www.act.gov.au/accessCBR to find an Access Canberra Service Centre
General Enquiries: 132281

