

BIRTHS, DEATHS AND MARRIAGES
**YOUNG PERSONS APPLICATION FOR
RECOGNISED DETAILS CERTIFICATE;
CHANGE OF GIVEN NAME(S); 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

Ph: 132281

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.

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 at least one being your birth certificate.

- Australian Birth Certificate
- Overseas Birth Certificate
- Australian or Overseas Passport
- Australian residency or visa document
- Learner or Provisional Driver Licence
- Medicare card
- Student card / school enrolment documentation
- Australian Taxation Office or bank statement

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

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.

INSTRUCTIONS FOR COMPLETION

- Please print clearly and complete all relevant sections.
- This office will not accept lodgement of this form if it is not completed in full.
- 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 Enquires: 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



BIRTHS, DEATHS AND MARRIAGES
**YOUNG PERSONS APPLICATION FOR
 RECOGNISED DETAILS CERTIFICATE;
 CHANGE OF GIVEN NAME(S); OR BOTH**

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

WHAT TO COMPLETE:	
<input type="checkbox"/> If applying for a Recognised Details Certificate AND Change of Given Name(s) - complete all sections. <input type="checkbox"/> If applying for a Recognised Details Certificate only - complete sections 1, 3, 4 & 5 <input type="checkbox"/> 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	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/> Indeterminate <input type="checkbox"/> 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
		/ /

SECTION 3 – Recognised Details Certificate (complete this section if you want to change your sex to better reflect your gender)				
Recognised Details Certificate to show applicants sex as				
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified	<input type="checkbox"/> Indeterminate	<input type="checkbox"/> Intersex
Select other details to appear on Recognised Details Certificate (Name and sex are automatically included)				
Date of Birth <input type="checkbox"/>	Place of Birth <input type="checkbox"/>	Former Surname (if any) <input type="checkbox"/>	Former Given Name/s (if any) <input type="checkbox"/>	
Former Sex <input type="checkbox"/>	Name of Parent one <input type="checkbox"/>	Name of Parent two <input type="checkbox"/>		

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:		
<input type="checkbox"/> I hereby apply to the Registrar-General for a recognised detail certificate.		
<input type="checkbox"/> I hereby apply to the Registrar-General to change my given name(s).		
<input type="checkbox"/> 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 continue**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 **Declared at** (place) **on** (date)
 Parent one's signature

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 **Declared at** (place) **on** (date)
 Parent two's signature

ACAT ORDER DETAILS – PLEASE ATTACH ORDER TO APPLICATION

Date of ACAT order	ACAT order number

SECTION 5 – APPLICATION FOR CERTIFICATE

Certificate Delivery

BDM certificates are delivered by AusPost person to person mail, which requires you to show ID and sign for the certificate.

Given name	Surname
Relationship to applicant	Contact phone number
Postal address	
Email address	

SUPPORTING DOCUMENTS & LODGEMENT

- Two forms of proof of identity, at least one being a birth certificate for the applicant
- If the applicant is under 14 years old - three forms of proof of identity, at least one being primary proof of identity, for both parents.
- Two forms of 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

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 Enquires: 132281

**PROOF OF IDENTITY REQUIREMENTS
(INCLUDE COPIES WITH YOUR APPLICATION)**

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