



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

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 an adult whose birth is registered in the ACT, or who is currently a resident of the ACT. If you were born overseas you must be an Australian citizen or permanent Australian resident. It is not necessary to register a change of name where you are assuming your partners name through a marriage that occurred within Australia.

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 the Justice and Community Safety Directorate 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 your application to register a change of name is approved, an entry will be created in the change of name register. If you were born in the ACT, the new name will also be noted on your 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 you were 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.

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

This form and any evidence produced in support of this application may be directed to the AFP to assist the Registrar-General in assessing your application. This form may also be directed to 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; or
- Have significant association with an offender; or
- Are unable to produce the required proof of identity documents; or
- Have failed to advise of previous changes of name in the ACT or other jurisdiction; or
- Are currently involved in an investigation; or
- Have outstanding debts; or
- Desired name is a prohibited name; or
- A registered change of name has been performed in the last 12 months; or
- Have failed to prove ACT residency.

If you are able to demonstrate that the information used by the Registrar General has been superseded, then the change of name application can be reviewed.

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**

**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 your identity. This includes, but is not limited, to the following:

- Your original birth certificate. (If born in 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 not born in the ACT, we require two forms of evidence proving your residency in the ACT.

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>Current interstate registration renewal notice related to the nominated physical address.</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>

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

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use 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 black pen and substitute information must be clear and all parties must sign in the margin. Do not use white out.
- Proof of identity must be lodged with this application.

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.

FEES

A fee is payable on lodgment of this application. 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 sent by mail within Australia are sent by registered post. All certificates sent by mail to a location outside Australia are sent by international express post. For a list of fees please visit the Access Canberra website.



BIRTHS, DEATHS AND MARRIAGES APPLICATION TO REGISTER A CHANGE OF NAME FOR AN ADULT

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

Registration Number (Office use only)

DETAILS OF APPLICANT AT THE TIME OF THEIR BIRTH

Surname at Time of Birth		Given Name(s) at Time of Birth	
Date of Birth	Place of Birth	Sex	
/ /		<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 person 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 front of the certificate or to be recorded on the back of the certificate.		<input type="checkbox"/> Front of Birth Certificate <input type="checkbox"/> Back of Birth Certificate	

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

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

CURRENT DETAILS OF THE APPLICANT (The name you currently use)

Current Surname		Current Given Name(s)	
Phone Number	Email		
Current Residential Address		Postal Address (If different from residential address)	
	Postcode		Postcode

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

Surname	Given Name(s)

REASON FOR CHANGE OF NAME (must be specific if not enough room attach separate sheet)

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DETAILS OF APPLICANT'S **MOTHER** **BIRTH PARENT** **FATHER**

Surname	Given Names	
Former Names if Any	Date of Birth	Place of Birth
	/ /	

DETAILS OF APPLICANT'S **FATHER** **OTHER PARENT** **MOTHER**

Surname/Family	Given Names	
Former Names if Any	Date of Birth	Place of Birth

	/ /	
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OTHER NAME CHANGES Name in full (most recent to oldest)

Old Name	New Name	
Place of Change	Method of Change (e.g. Deed poll)	Date of Change
		/ /
Old Name	New Name	
Place of Change	Method of Change	Date of Change
		/ /
Old Name	New Name	
Place of Change	Method of Change	Date of Change
		/ /

I, (full name)	being a (occupation)
of (address)	
hereby apply to the Registrar-General for registration of a change of 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 me 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 my application is not being sought for fraudulent or improper purposes.

Signed (applicant's signature)	Declared at (place)	on (date)
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SUPPORTING DOCUMENTS

<input type="checkbox"/> Three forms of proof of identity, at least one being primary proof of identity. <input type="checkbox"/> If born outside of the ACT, the applicant's birth certificate. <input type="checkbox"/> If born overseas, a current Australian passport, Australian Citizenship Certificate or Australian visa. <input type="checkbox"/> If born outside of the ACT, proof of residency.

This form can be lodged by email to: bdm@act.gov.au and a BDM Team member will contact you for the application payment.



APPLICATION FOR CERTIFICATE

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

DETAILS OF APPLICANT (Person completing form)

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

POSTAGE DETAILS

Postal Address (If different from residential address)

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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 a **Commemorative Birth package**, please choose the design:

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

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

CHANGE OF NAME CERTIFICATE

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