

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. It is not necessary to register a change of name where you are assuming your partner's 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.

#### 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.

#### 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.

### 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.

### 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:

- **If born in the ACT** – provide 3 forms of proof of identity, with at least one being your birth certificate.
- **If born in another Australian state or territory** – provide 3 forms of proof of identity, with at least one being your birth certificate and proof of residency in the ACT.
- **If born overseas** – provide 3 forms of proof of identity, with at least one being either a Passport, Australian Citizenship Certificate or current Australian visa, and proof of residency in the ACT.

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 Foreign Affairs and Trade travel document</b> (Convention Travel Document or Certificate of Identity)</p> <p><b>Current Australian Visa</b></p> <p><b>Department of Home Affairs ImmiCard</b></p> <p><b>Current ACT Police Officer Photo Identity Card.</b></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>ONE of the following</b></p> <p><b>Current ACT Drivers Licence</b></p> <p><b>Government Correspondence</b> issued from an Australian Government Department including Federal, State, Territory and Local. <b>Not more than 4 months old</b> and the correspondence MUST include a link to the claimed address eg; development approval letter for the address</p> <p><b>Utilities Bill not more than 4 months old,</b> Including Electricity, Gas, Water or Landline telephone/internet that relates to the claimed address.</p> <p><b>Department of defence Address Confirmation Minute, not more than 4 months old.</b> Must be accompanied by a Department of Defence identity card.</p> <p><b>OR</b></p> <p><b>TWO of the following</b></p> <p><b>Bank Correspondence not more than 4 months old</b> Official letter or correspondence from a bank issued/addressed and posted to the person at the claimed address.</p> <p><b>Government documents not more than 4 months old</b> issued from an Australian Government Department including Federal, State, Territory and Local. Issued/addressed to the person at the claimed address.</p> <p><b>In all instances, the above correspondence issued in electronic form is acceptable.</b></p>

### 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.

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**DETAILS OF APPLICANT 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>	<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 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 <b>on the front</b> of the certificate or to be recorded <b>on the back</b> 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)**

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

**DESIRED NAME (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>

**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**

<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 APPLICANT'S ☐ FATHER ☐ OTHER PARENT ☐ MOTHER**

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

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

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

<b>I, (full name)</b>	<b>being a (occupation)</b>
<b>of (address)</b>	
<b>hereby apply to the Registrar-General for registration of a change of name to:</b>	
<b>New Full Name</b>	

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.

<b>Signed</b> (applicant's signature)	<b>Declared at</b> (place)	<b>on</b> (date)
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**SUPPORTING DOCUMENTS**

<input type="checkbox"/> Three forms of Proof of Identity (POI), at least one being primary proof of identity. <input type="checkbox"/> If born in Australia – your birth certificate <input type="checkbox"/> If born overseas – at least one POI document is a passport, Australian Citizenship Certificate or Australian visa. <input type="checkbox"/> If born outside of the ACT - proof of residency.
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**LODGEMENT AND CONTACT INFORMATION**

Preferred lodgement is by email: [bdm@act.gov.au](mailto:bdm@act.gov.au) and a BDM Team member will contact you for the application payment.

**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

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

- ☐ Canberra
 ☐ Capital
 ☐ Bluebell
 ☐ 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>	
/ /		