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

Form 207 - CNC

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 and has been for more than 3 months. 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 deceased, in which case a death certificate is required. 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. 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.

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
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 entry visa. The entry visa must demonstrate that the applicant is a permanent Australian resident, applications will not be registered for temporary visa holders. If you are unable to provide any of these documents however you are a permanent resident of Australia, you should provide a Certificate of Evidence of Resident Status, available from the Department of Immigration and Citizenship.
- If the child is not born in the ACT, we require 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

- A photographic driver licence issued in Australia (current or expired up to two years).
- An Australian birth certificate (not a Commonwealth certificate and not an extract). If the certificate is not in the same name currently used, appropriate linking documentation such as a marriage certificate is required.
- Australia passport (current or expired up to two years).
- Overseas passport (current or expired up to two years).
- Australian citizenship certificate or naturalisation certificate.
- Department of Immigration and Border Protection travel document (valid up to five years after issue).
- Department of Immigration and Border Protection evidence of immigration status (EIS) ImmiCard (valid to date of expiry).
- Department of Immigration and Border Protection permanent resident evidence (PRE) ImmiCard (valid to date of expiry).
- Department of Immigration and Border Protection Australian migration status (AMS) ImmiCard (valid to date of expiry).
- Police Officer photographic identity card (from the ACT only).
- Australian proof of age card or proof of identity card including NSW photo card (with appropriate security features, showing date of issue by an Authority and is current or expired up to two years).

### Secondary Proof of Identity

- Current Medicare card.
- Current credit card or account card (with signature and embossed name from a bank, building society or credit union).
- Current student identity document (with photo and/or signature issued by and educational institution).
- Current Centrelink or Department of Veterans’ Affairs concession card.
- Australian issued security guard or crowd controller licence (with photo).
- Australian issued firearm licence (with photo).
- Current consular photograph identity card issued by Department of Foreign Affairs and trade.
- Current State, Territory or Commonwealth Government employee photo identity card.
- Australian Defence Force photo identity card (excluding civilians).
- ACT Services Access card issued by the ACT Government (for asylum seekers).
- Current working with vulnerable people card.

### Proof of Residency

- Contract of Purchase, Current Lease or Rental Document for relevant premises (a receipt only is not acceptable) prepared by a real estate agency or ACT Government.
- ACT Revenue Office Rates Notice (current).
- Land Tax Valuation Notice (current).
- Australian Taxation Office Assessment (last or current financial year). To protect your privacy customers are advised to block out their Tax File Number.
- Utility Accounts relating to the nominated physical address (Electricity, Gas, Landline Telephone or Water) paid within the last 6 months.
- Pay Television account relating to the applicants nominated physical address paid within the last 6 months.
- Current Lease and copy of the address.
- Department of Defence Minute Confirmation of address, supported by a Defence Identification Card.
- Letter from Approved University Residences, accompanied by a Student Identity Card from that University.
- Bank Statements with evidence of regular purchases in the ACT over the last 3 months. Utility provider welcome letter or bundle advice relating to the nominated physical address - received within the last 3 months.
- Current interstate registration renewal notice received at the nominated physical address.
- Mail from an Australian Government Department received at the nominated physical address - received within the last 6 months.
- MyGov electronic correspondence displaying physical address - received within the last 6 months.
LODGEMENT AND CONTACT INFORMATION

Email: bdm@act.gov.au

Post: Access Canberra
Births, Deaths and Marriages
GPO Box 158
Canberra, ACT 2601

In Person: Please visit www.act.gov.au/accessCBR
Or call 132281 to find an Access Canberra Service Centre

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.
• If you are lodging this application in person you must supply original documentation.
• If you are lodging this application in person, staff within the Access Canberra Service Centres may witness signatures.
• If sending your application by post you must have documents certified as true copies of the originals by a person who is authorised under the Statutory Declarations Act 1959 (C’wlth) (e.g. Justice of the Peace, Solicitor or Police Officer).
• If sending your application by post a Justice of the Peace, Solicitor or Police Officer must witness all signatures.

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 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.
**Applicants Contact Number**

<table>
<thead>
<tr>
<th>Applicants Contact Number</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Email Address</td>
<td>Parent Email Address</td>
</tr>
</tbody>
</table>

**Registration Number**

(Office use only)

**Parent Email Address**

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

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

☑ Male ☐ Female ☐ Unspecified

☑ Indeterminate ☐ 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 **front** of the certificate or recorded on the **back** of the certificate.

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

<table>
<thead>
<tr>
<th>Current Surname</th>
<th>Current Given Name(s)</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name(s)</th>
</tr>
</thead>
</table>

**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 APPLICANTS** ☐ BIRTH PARENT ☐ MOTHER ☐ FATHER *(Failure to select an option will result in the registration defaulting to Birth Parent)*

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Names</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Former Names if Any</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
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</table>

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

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Names</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
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</table>

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

<table>
<thead>
<tr>
<th>Old Name</th>
<th>New Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Place of Change</th>
<th>Method of Change (i.e., Deed poll)</th>
<th>Date of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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**DESIRED NAME** *(The name you would like to be known as after the change of name has been registered)*

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<th>Surname</th>
<th>Given Name(s)</th>
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</thead>
</table>

**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
## Declaration by Birth Parent

**Mother**

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 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 (applicants signature) Declared at (place) on (date)

## Declaration by Other Parent

**Father**

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 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 (applicants signature) Declared at (place) on (date)

## Payment Details

<table>
<thead>
<tr>
<th>Visa</th>
<th>Mastercard</th>
<th>Expiry Date</th>
<th>/</th>
<th>Amount</th>
<th>$</th>
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<td></td>
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</table>

Cardholder Name Cardholder Signature

Card Number

PLEASE NOTE: Payments may be made by money order or credit card if lodged by post, or also by EFTPOS if lodged in person at Access Canberra Service Centre.