

# Application to register a change of name for an adult

Births Deaths and Marriages Registration Act 1995 (BDMRAct)



Registry of Births  
Deaths & Marriages

## General information

### Eligibility

To apply to change your name in NSW you must be:

- 18 years of age or older;
- born in NSW, or
- born overseas AND a resident in NSW for at least the last three consecutive years immediately before the date of your application.

### You must be born in NSW or overseas

If you were born in Australia but not NSW, you must apply to the Registry in the State or Territory of your birth.

### Multiple name changes

In NSW, you can only change your name once in a 12 month period and 3 times in your lifetime. Whilst exceptions exist these are subject to the Registrar's personal approval.

### Change of name by marriage

A person, either male or female, that marries in Australia, can change to their spouses married family name by providing a marriage certificate issued by the Registry.

If you were married overseas, you should check with the organisation requesting your identity documents for their requirements (e.g. Australian Passports Office, NSW Roads and Maritime Services).

### Successful applications

To help us complete your application, you will need to:

- return all original birth certificates and/or change of name certificates issued by the NSW Registry of Births Deaths & Marriages;
- be honest and accurate on your application;
- explain why you want to change your name;
- choose a name that is not prohibited i.e. not rude, too long, or includes numbers or symbols. The name should not be a statement or phrase, or resemble an official title or rank recognised in Australia;
- advise all your previous change of names and/or previous names that you have used.

Note that once the change of name has been registered and a certificate issued:

- The change of name certificate cannot be used to amend any details of a registered life event that occurred **before** the registration date of the change of name.
- Some organisations may not accept certificates if they are laminated.

### If you are a restricted person

If you are a restricted person, you must contact your supervising authority to seek permission. It is an offence to apply to change your name without permission from your supervising authority.

See page 3.

### If you have a criminal record

If you have been convicted of any offence that is punishable by imprisonment for 12 months or more, you must advise us.

*Note:* 'An offence that is punishable by imprisonment for 12 months or more' does not mean that you have been sentenced to this period of time for the offence. It relates to the maximum penalty you could have received for that offence.

See page 10.

### Permission for a police check

We request your permission to apply for a National Police Check with the NSW Police Force. There is no cost to this check. If you choose not to, we may ask you to provide a recent National Police Certificate. This will be at your own cost.

See page 10.

### Registry approved witnesses

When you apply by post, please provide *certified* copies of your identity documents.

A *certified* copy of an identity document is a photocopy of the identification that has an endorsement on it saying it is a true copy of an original document.

The following persons can certify your identity documents:

- Justice of the Peace (JP)
- Notary Public
- Practising Solicitor / Lawyer
- Service NSW Officer
- Full list of Registry approved witnesses.

See page 6.

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## Before lodging your application

Please read and complete all information on the application

### False information

It is an offence to make a false or misleading statement in any application or document under the *BDMR Act*. Penalties apply.

### Can my application be refused?

Yes. The Registrar may refuse your application if:

- you are ineligible, or
- if you have changed your name 3 times or more in NSW or another State, or
- if you have changed your name within the last 12 months in NSW or another State, or
- your new name would be a prohibited name.

The Registrar may require you to provide more documentation until satisfied of your age and identity, and that your change of name is not made for a fraudulent or improper use.

### Unsuccessful applications

The fee for registering a change of name includes processing your application and certificate. If your application is declined or cancelled, only the certificate fee is refunded. All change of name applications are recorded. You will be notified if your application is unsuccessful and a reason will be provided.



### Attach required identification

You must establish proof of your current identity by:

- providing the required identity documents.  
If issued by overseas authorities they must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).  
*See page 6.*
- providing photo identification. If you are unable to provide official photo identification, you must attach a passport size photograph that has been witnessed and signed by a guarantor.  
*See page 11.*
- providing evidence of any previous legal name change (e.g., marriage certificate, deed poll).  
*See page 8.*

### Use our Checklist

- Incomplete applications may cause delays. Before lodging your application, please make sure you have everything right.  
*See page 14.*
- We request you return original NSW certificates. If you have lost your NSW birth certificate and/or NSW change of name certificate, you must complete the certificate return declaration on page 13.  
*See page 13.*

## Options to lodge

### Online

Save time by using our online service. It's easy convenient, safe and secure. You can complete this online at [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

### By post

- NSW Registry of Births Deaths & Marriages  
GPO Box 30, Sydney NSW 2001  
*Attach photocopies of your identification certified by an approved witness (do not mail originals).*

*See page 6.*

### In person

#### Service NSW Service Centre

Find locations at: [www.service.nsw.gov.au](http://www.service.nsw.gov.au)

- *Bring your original identification to be certified.*  
*See page 4.*

## Enquiries

### Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

- NRS: 1300 555 727 (*Speech/hearing impaired*)
- TIS: 131 450 (*Translating/interpreting service*)
- [bdm-webmail@customerservice.nsw.gov.au](mailto:bdm-webmail@customerservice.nsw.gov.au)

[www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

# Application to register a change of name for an adult

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## ! Restricted persons

The *BDMR Act* restricts certain groups of persons from changing their name without the permission of a supervising authority. It also restricts people from making a change of name on behalf of a restricted person. Restricted persons in NSW are:

- an inmate of a correctional centre.
- a person on remand.
- a parolee.
- a periodic detainee.
- a person subject to a supervision order.
- a forensic patient.
- a correctional patient.

### Are you required to get approval?

Persons under the supervision of the Commissioner of Corrective Services, the Mental Health Review Tribunal, or the NSW Police Commissioner, must obtain approval from that authority before making an application. Making an application without approval is an offence under the *BDMR Act*.

### Exemptions to these restrictions

- Persons who have been convicted of an offence under a law of the Commonwealth.
- Persons who are the subject of a warrant under the *Commonwealth Defence Force Discipline Act 1982* and are in a correctional centre pursuant to a punishment imposed under that Act.
- Persons who are detainees within the meaning of the *Commonwealth Migration Act 1958* and who are held in a correctional centre.
- Persons who are in the keeping of a correctional officer under Section 250 of the *Crimes (Administration of Sentences Act) 1999*.
- Persons who are a former serious offender because of the commission or alleged commission of an offence under a law of the Commonwealth.

### Are you a registrable person?

- If you are a registrable person under the *Child Protection (Offenders Registration) Act 2000*, you must contact the Child Protection and Sex Crimes Squad of the NSW Police, to seek permission to apply to change your name.
- *Note:* It is an offence to apply to change your name without permission of the Commissioner of the NSW Police.

### If unsure of your status, contact:

- LawAccess NSW on 1300 888 529 (Monday to Friday 9am to 5pm excluding public holidays).
- Inmates can call Prisoners Legal Service or LawAccess NSW on the Common Auto Dial List (CADL) as a free call – just press 11# (Legal Aid) and 2# (LawAccess).

## Your right to privacy

### Privacy

The information required on this form is collected under the *BDMR Act*. The change of name register is part of the civil records of NSW and a permanent historical record. The public do not have access to these records.

Information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information in line with the *Privacy and Personal Information Protection Act 1998*, to determine your eligibility to register a change of name, to issue the related certificate and to prevent fraud.

All documents are scanned and retained in the Registry's system and all copies are destroyed.

### Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies which may be able to validate that information in support of your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using DVS.

"Your Right to Privacy" policy is on our website.

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## Identity and Residence

You must provide one form of identity from each list, and all identification must be current (not expired).

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application unless it is your NSW birth or change of name certificate.

<b>Born in NSW</b>	<b>OR</b> <b>Born overseas AND residing in NSW for at least the last 3 years</b>
<p><b>Category 1: Proof you were born/registered in NSW</b></p> <p><input type="checkbox"/> Australian birth certificate</p> <p><b>You must return your original NSW birth certificates and/or NSW change of name certificate.</b></p> <p><i>If you have lost your birth certificate and/or change of name certificate, you must complete the Certificate return declaration on page 13.</i></p>	<p><b>Category 1: Proof of your right to reside in Australia</b></p> <p><input type="checkbox"/> Australian Citizenship Certificate</p> <p><input type="checkbox"/> ImmiCard</p> <p><input type="checkbox"/> New Zealand Citizenship together with New Zealand passport</p> <p><input type="checkbox"/> New Zealand birth certificate</p> <p><input type="checkbox"/> Certificate of Registration of Descent</p>
<p><b>Category 2: Link between photo and signature</b></p> <p><input type="checkbox"/> Australian passport</p> <p><input type="checkbox"/> Australian driver licence</p> <p><input type="checkbox"/> Australian firearm licence</p> <p><input type="checkbox"/> Proof of age card, or photo card issued by an Australian State or Territory government agency</p> <p><input type="checkbox"/> NSW Corrective Services Certificate</p> <p><i>If you can't provide photo ID see page 11.</i></p>	<p><b>Category 2 – Link between photo and signature</b></p> <p><input type="checkbox"/> Australian Passport</p> <p><input type="checkbox"/> Foreign passport containing a current visa</p> <p><input type="checkbox"/> Australian driver licence</p> <p><input type="checkbox"/> Australian firearm licence</p> <p><input type="checkbox"/> Proof of age card, or photo card issued by an Australian State or Territory government agency</p> <p><input type="checkbox"/> NSW Corrective Services Certificate</p> <p><i>If you can't provide photo ID see page 11.</i></p>
<p><b>Category 3: Evidence of name usage within the community</b></p> <p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Private health care card</p> <p><input type="checkbox"/> Centrelink pensioner concession card, or other entitlement card</p> <p><input type="checkbox"/> Australian Department of Veteran's Affairs card</p> <p><input type="checkbox"/> Security licence</p> <p><input type="checkbox"/> Student or tertiary identity card</p>	<p><b>Category 3: Evidence of name usage within the community</b></p> <p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Private health care card</p> <p><input type="checkbox"/> Centrelink pensioner concession card, or other entitlement card</p> <p><input type="checkbox"/> Australian Department of Veteran's Affairs card</p> <p><input type="checkbox"/> Security licence</p> <p><input type="checkbox"/> Student or tertiary identity card</p>
<p><b>Category 4: Proof of your current residential address</b></p> <p>Please note that if you have already attached a proof of age card or photo card issued by an Australian State or Territory, a current driver's licence or Centrelink card that contains your correct NSW residential address, you are not required to attach any further documents for category 4.</p> <p><input type="checkbox"/> Recent utility bill (electricity, water or gas) with current residential address (must have been issued in the last three months) Council rates notice (issued in last 12 months) Lease agreement accompanied with rental ledger history</p> <p><input type="checkbox"/> Superannuation fund statement</p> <p><i>PO boxes and bank statements are NOT accepted.</i></p>	<p><b>Category 4: Proof you have been residing in NSW for at least the last 3 years before applying</b></p> <p><input type="checkbox"/> <i>For acceptable documents see page 5</i></p> <p><b>For people who are not born in NSW</b></p> <p>One identification document must show your place of birth. If you cannot provide this on one of the above listed documents, you can provide an expired passport or a foreign birth certificate.</p>

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## Category 4: Overseas Born ONLY

### Proof of 3 years recent NSW residency

You must provide proof of residency in NSW for three consecutive years before the date of this application. PO Boxes and bank statements are not accepted.

Provide one document per year, with the most current less than 3 months old. Please provide a total of 4 documents.



### How to prove 3 years residency in NSW

**Example:** If you apply in 2020, you need to provide a total of four documents dated: 2017, 2018, 2019 and 2020.

## Examples of documents

These may include, and are not limited to the following types of documents.

- Council rates notices
- Lease agreement with rental history ledger
- Bond lodgement notice
- Utility bills
- School reports
- University/TAFE transcripts
- Insurance policy
- E-toll statements
- Infringement notices
- Electoral enrolment confirmation
- Superannuation fund statement
- Private health care statements

## Need help?

If you have been a resident for 3 consecutive years but do not have all your documents, please contact us for assistance. Phone **13 77 88**.

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## Registry approved witnesses

**For postal applications, the following people can certify copies of your identity documents.**

1. Justice of the Peace (JP).
2. Notary Public.
3. Practising Solicitor / Lawyer.
4. Service NSW Officer
5. A person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
  - Chiropractor; Dentist; Legal practitioner; Medical practitioner; Nurse; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trade marks attorney; Veterinary surgeon.
6. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.
7. A person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
  - Australian Consular Officer or Australian Diplomatic Officer.
  - Bank officer with 5 or more continuous years of service.
  - Building society officer with 5 or more years of continuous service.
  - Chief executive officer of a Commonwealth court, or Clerk of a court.
  - Commissioner for Affidavits.
  - Commissioner for Declarations.
  - Credit union officer with 5 or more years of continuous service.
  - Employee of the Australian Trade Commission who is: in a country or place outside Australia; and authorised under paragraph 3(d) of the Consular Fees Act 1955; and exercising his or her function in that place.
  - Employee of the Commonwealth who is: in a country or place outside Australia; and authorised under paragraph 3(c) of the Consular Fees Act 1955; and exercising his or her function in that place.
  - Fellow of the National Tax Accountants' Association. Finance company officer with 5 or more years of continuous service.
  - Judge of a court, or a Magistrate.
  - Registered Marriage celebrant.
  - Master of a court.
  - Member of Chartered Secretaries Australia.
  - Member of Engineers Australia, other than at the grade of student.
  - Member of the Association of Taxation and Management Accountants.
  - Member of the Australasian Institute of Mining and Metallurgy.
  - Member of the Australian Defence Force who is: an officer; or a non-commissioned officer with 5 or more years of continuous service; or a warrant officer.
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.
  - Member of: the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory.
  - Minister of religion.
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public.
  - Permanent employee with 5 or more years of continuous service who is not specified in another item in this list of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority; or a local government authority.
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
  - Police officer.
  - Registrar, or Deputy Registrar, of a court.
  - Senior Executive Service employee of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority.
  - Bailiff, Sheriff, or Sheriff Officer.
  - Teacher employed on a full-time basis at a school or tertiary education institution.

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## Application starts here

### ! False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *Births, Deaths and Marriages Registration Act 1995*.

Section 57 – False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar’s powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

**The person who is requesting to change their name is required to complete this fillable PDF by typing in responses for each field.** (If you are using a pen, initial all corrections. Do not use white out).

### PART 1: Screening Questions

#### 1. Are you a restricted/registrable person?

YES  Contact your supervising authority.  
See Page 3.

NO  Go to question 2.

#### 2. Where were you born?

NSW  Go to question 4.

Overseas  Go to question 3.

Interstate  Apply with the Registry in the  
State or Territory of your birth.

#### 3. Have you been a resident of NSW for the last 3 years before the date of this application?

YES  Go to question 4.

NO  Contact us: 13 77 88.

#### 4. Have you already changed your name three times in any Registry within Australia?

YES  Contact us: 13 77 88.

NO  Go to question 5.

#### 5. Have you changed your name within the last 12 months before the date of this application?

YES  Contact us: 13 77 88.

NO  Go to PART 2.

### PART 2: Your Details

Your Family name at birth

Your Given names at birth

Date of birth

Sex

Male  Female

Place of birth: City/State

Place of birth: Country

### Your parents' details as recorded on your birth certificate

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names

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## Details of your change of name

### PART 3: Your new name

New family name

New first given name

New other given name(s)

### PART 4: Current name you are using

Current family name

Current first given name

Current other given name(s)

### PART 5: Former name(s)

Have you previously changed your name in Australia or overseas or used any other name(s) in the past?

NO  go to PART 6.

YES  you must provide evidence of how you changed your name:

- list all previous names used;
- provide certified documents showing these names;
- provide certified copies of change of name certificates from other states/territory or overseas;
- this also includes a change of name by marriage, deed poll, divorce, common usage, and any other official documents.

#### You must list all previous names

- Failure to list all previous names may result in your application being unsuccessful.

Family name	Given name(s)	Date changed	Where changed

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## Reasons for change of name

### PART 6: Why are you changing your name?

You need to provide a reason for your change of name application to be considered.

Write a brief statement explaining the reason for changing your name. One or two word explanations such as 'personal', 'professional', 'passport or 'driver licence' are not sufficient and may result in your application being unsuccessful.

Please supply any relevant documents to support your application (e.g. your marriage certificate if you were married overseas).

### PART 7: NSW Born ONLY

**Do you want your new name recorded on your birth certificate?**

**YES**  You will receive a birth certificate in your new name with a notation listing all your former name(s).

**NO**  You will receive a change of name certificate. Your birth certificate will have an endorsement that a name change has been completed. Your new name is not shown on your NSW birth certificate. An additional certificate fee is required. See Fees Schedule.

 You *must* return ALL your birth and/or change of name certificate(s) as they will no longer be valid after your change of name is complete.

 Some organisations may require both birth AND change of name certificates to prove your identity. Please check with the organisation requesting your identity documents for their requirements (e.g. Australian Passports Office, driver licencing authorities).

## ! Criminal records check

### PART 8: Can we apply for a National Police check for you with NSW Police?

You are not required by law to consent, however if you answer NO it may delay your application.

- YES**  There is no cost involved.
- NO**  We may ask you to purchase a National Police Certificate from the NSW Police. The Registry will contact you. Any certificate issued before the lodgement date of this application will NOT be accepted.

### PART 9: Have you been convicted of an offence that is punishable by imprisonment for 12 months or more?

'An offence that is punishable by imprisonment for 12 months or more' does not mean that you were sentenced to a term of imprisonment of 12 months or more. It relates to the maximum penalty you could have received for that offence.

A conviction includes the making of an order under Section 10 of the Crimes (Sentencing Procedure) Act 1999. A conviction does not include a spent conviction.

If you are unsure please contact LawAccess NSW on 1300 888 529.

**Please choose from one of the two following statements:**

- I have not been convicted of any offence that is punishable by imprisonment for 12 months or more,  
OR
- I have been convicted of offence(s) that is punishable by imprisonment for 12 months or more.  
The details are listed below:

Date	Type of Offence	Outcome of the conviction

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## ? Photo identification

### PART 10: Have you supplied a photo identity document listed on page 4?

- e.g. Passport, Driver Licence, Photo Card issued by a Government agency?

YES  Go to page 12

NO  A guarantor must complete this page with your photo

If you have not supplied current photo identification, a guarantor must complete this photo identification declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

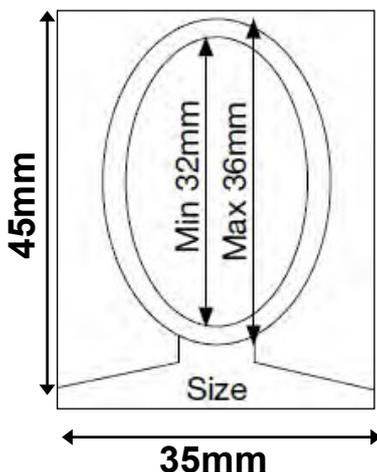
#### The guarantor MUST:

- not be related by birth or marriage to the person changing their name;
- not be a de facto partner of the person changing their name;
- not have lived with the person in the last 12 months;
- be 18 years of age or over;
- endorse the back of the photograph writing: "this is a true photo of" (the applicant's full current name) and signing their own name.

#### Your photograph MUST:

- Measure 45mm high and 35mm wide.
- Be signed on the back by you.
- Be endorsed on the back by the guarantor with their name and signature.

Please DO NOT glue or staple down the photo



This is a true photo of	
<input type="checkbox"/>	(applicant's full name)
<input type="checkbox"/>	(applicant's signature)
<input type="checkbox"/>	(guarantor's signature)

### Guarantor's details

Guarantor full name

Date of birth

Residential address

(PO BOX cannot be accepted)

Guarantor phone number

Guarantor email

How do you know the person in this photo (e.g. friend, colleague)?

How long have you known this person?

### Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a Guarantor for the person changing their name in this application.

I authorise the NSW Registry of Births Deaths & Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

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## Your declaration

### PART 11: Declaration

#### I declare that:

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish identity and eligibility for this change of name to be registered.
- I will use my new name stated at PART 3 on all my identification documents.
- I will not seek to use my new name for a fraudulent or improper purpose.
- I have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- By signing this application, I am allowing the Registry at its discretion to conduct checks with appropriate agencies to verify information in my application, including the authenticity of supporting documentation.

Your current given name(s)

Your current last name

Current residential address

Suburb/Town/City

State

Postcode

Country

Daytime contact number

Email address

Postal address (if different from above)

Suburb/Town/City

State

Postcode

Country

Signature

Date signed

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## Certificate return

Have you ever had a NSW birth or NSW change of name certificate?

YES

NO

Are you able to return your original NSW birth or NSW change of name certificates?

YES

NO



**If you cannot provide originals of previously issued NSW birth or NSW change of name certificates, you are required by this notice to answer the following.**

**Please advise reasons why?**

### Declaration

- I am unable to provide originals of my NSW birth or previous NSW change of name certificates due to the reasons above.
- If I find the certificate in the future, I will not use it to identify myself.

Your current full name

Signature

Date signed

dd / mm / yyyy

**Please return this completed Notice with your application.**

- Notice issued to an individual pursuant to section 44(2) of the *BDMR Act*.
- It is an offence to fail to comply with this notice issued under section 44(2), without reasonable excuse.
- It is an offence to make false representation in response to this notice under section 57 of the Act.
- A person who fails to return the original certificate without reasonable excuse is guilty of a criminal offence under section 59.

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## Checklist

Make sure you have everything right!

### NSW Born ONLY

I have completed the following:

- Part 1 – Screening questions.
- Part 2 – You and your parents' details.
- Part 3 – Your new name.
- Part 4 – Current name you are using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your name.
- Part 7 – Do you want your new name recorded on your birth certificate?
- Part 8 – Can we apply for a National Police check for you with the NSW Police force?
- Part 9 – If I have been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor (if you cannot provide a photo identification).
- Part 11 – Signature of person changing their name.
- Completed Payment Details on page 15.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person.
- All required supporting documents;
- Including documents providing evidence of former name(s) listed in PART 5.
- Original NSW birth and/or change of name certificate(s) with my application, or completed the Section 44 notice on page 13.

### Overseas Born ONLY

I have completed the following:

- Part 1 – Screening questions.
- Part 2 – You and your parents' details.
- Part 3 – Your new name.
- Part 4 – Current name you are using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your name.  
You will receive a change of name certificate only.
- Part 8 – Can we apply for a National Police check for you with the NSW Police force?
- Part 9 – If I have been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor (if you cannot provide a photo identification).
- Part 11 – Signature of person changing their name.
- Completed Payment Details on page 15.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person.
- All required supporting documents;
- Including documents providing evidence of former name(s) listed in PART 5.
- My proof of residency in NSW by including at least four documents to cover the last three years.
- Any previous original NSW change of name certificates, or completed the Section 44 notice on page 13.

# Payment details to register a change of name for an adult

ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.



Registry of Births  
Deaths & Marriages

You can complete this fillable form on your computer by typing in responses for each field.

(If completing by hand, use a black or blue pen — print clearly and initial all corrections. Do not use white out).

Do you require Priority processing of your application? YES  Fee applies, see our website for details.

**NOTE:** To apply, you MUST select certificate/s in boxes below (e.g. 1)

Standard Birth certificate   
(NSW born only)

Change of Name certificate

If born in NSW, select Standard Birth certificate and/or Change of Name certificate. If born overseas, select Change of Name certificate.

## CURRENT NAME DETAILS

Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Address	<input type="text"/>	Suburb/Town/City	<input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Delivery Address (if different)	<input type="text"/>	Suburb/Town/City	<input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Phone number	<input type="text"/>	Email address	<input type="text"/>
Signature of applicant	<input type="text" value="X"/>	International Registered Post	<input type="checkbox"/>

## YOUR BIRTH DETAILS

Date of birth	<input type="text" value="dd / mm / yyyy"/>	Present age	<input type="text"/>
Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Place of birth Suburb/Town/City	<input type="text"/>		

## PAYMENT DETAILS (complete this section for all mail applications).

For current fees, see our website.

\* Cheques payable to 'NSW Department of Customer Service' (non Priority only)

Total Amount \$	<input type="text"/>	Please debit: AMEX	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	Visa	<input type="checkbox"/>	or enclosed is a cheque*/money order	<input type="checkbox"/>
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder name	<input type="text"/>							Expiry date	<input type="text"/>
Signature of cardholder	<input type="text" value="X"/>							A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.	