

# Change of name (adult over 18 yrs) application

## Office use only

Registration number

Registration date

POS number

Amount paid

Section 16

Section 44

Births, Deaths and Marriages Registration Act 2003

Please read the guidelines and additional information attached before completing this application.

Please print clearly and do not use block letters or correction fluid.

## 1. Applicant's details

Name on current identification			
First names			
Surname			
Current residential address (Street, suburb, state and country)			Postcode
Postal address			
Telephone Daytime number		After hours number	
Mobile number		Email	

## 2. Applicant's details registered at birth or adoption

Details must match the details on your birth or adoption certificate			
First names			
Surname			
Date of birth	DD / MM / YYYY	Office use only—Registration number	
Place of birth (Town/city, state and country)			

## 3. Parents' names at the time of applicant's birth

Details must match the names on your birth certificate	
Mother's first names	
Mother's maiden name	
Father's first names	
Father's surname	

## 4. Proposed new name

If your application is approved, these are the first names and surname you will use. Please print clearly and do not use block letters	
First names	
Surname	

## 5. Citizenship details if you were born or adopted overseas

Only to be completed by those born or adopted overseas. Those who were born or adopted in Queensland go to section 6

Do you ordinarily reside in Queensland?	<input type="checkbox"/> Yes (Refer to section 5 of the attached guidelines)	Office use only—issue date
	<input type="checkbox"/> No (You need to lodge an application in the state you normally reside)	
Are you an Australian citizen?	<input type="checkbox"/> Yes (Complete details below)	
	<input type="checkbox"/> No (Go to section 6)	
First names		
Surname	Date of birth	DD / MM / YYYY
Place of birth		

## 6. Previous change of name (Refer to section 6 of the attached guidelines)

Has your name changed since birth?	Office use only—Registration number
<input type="checkbox"/> Yes <input type="checkbox"/> No (Go to section 8)	
Has the change been entered in the Queensland Change of Name Register?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 7. Applicant's name change details

Complete only if your current name is different to the name on your birth or adoption certificate. Refer to section 7 of the attached guidelines

<b>Other names used by applicant</b>	
a) First names	
Surname	
How you changed your name (eg. deed poll, marriage)	
When you changed your name	DD / MM / YYYY
b) First names	
Surname	
How you changed your name (eg. deed poll, marriage)	
When you changed your name	DD / MM / YYYY
c) First names	
Surname	
How you changed your name (eg. deed poll, marriage)	
When you changed your name	DD / MM / YYYY
For additional names provide the details on a statutory declaration.	

## 8. New name on birth or adoption registration

Section 8 is only to be completed by those born or adopted in Queensland.

Do you want your birth registration to show your new name?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No, however I do understand that the certificate will note a change of name has occurred.

## 9. Reason for name change

I am seeking to register a change in my name for the following reasons:  
Refer to section 9 of the attached guidelines.


## 10. Privacy statement

The collection of the information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003*. It is used for the purposes of the Act which include registering a change of name in Queensland and issuing change of name certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry on 1300 366 430. For general information about the registry visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au).

## 11. Declaration

I declare that this change of name is not sought for a fraudulent or other improper purpose. I declare all the information provided on this application is correct.

Signature of applicant	
Signature of witness	
Name of witness	
Date witnessed	DD / MM / YYYY

## 12. Certificate application and payment details

Refer to the attached insert or [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for current fees and processing timeframes

### Certificate type (Tick one option)

The application fee includes one free certificate

Birth certificate (Queensland registered births only)  Change of name certificate

### Additional certificates (Write number required in box)

There is a cost for each additional certificate ordered to be paid at the time the application is made

Birth certificate (Queensland registered births only)  Change of name certificate

### Priority

(Tick one option)  Urgent (attracts fee – visit [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for timeframes and fees)

Non-urgent (no additional fee)

### Delivery details (Print name and postal address of person to whom the certificate is to be posted)

First name			
Surname			
Postal address			Postcode
Type of post (Tick one option)	<input type="checkbox"/> Regular post (no charge)	<input type="checkbox"/> Express post	<input type="checkbox"/> Registered post
	<input type="checkbox"/> International post	<input type="checkbox"/> International registered post	

### Payment details

Application fee	\$
Additional certificates (Optional)	\$
Priority fee (No personal cheques accepted)	\$
Delivery fee	\$
<b>Total</b>	<b>\$</b>

### Payment options

a) I have enclosed a **cheque** or **money order** to the Registry of Births, Deaths and Marriages for \$

or

b) Debit my **credit card** \$  MasterCard  Visa Expiry MM / YY

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of bank/credit union \_\_\_\_\_

Name on card \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Please note all prices are subject to change. Applications will be kept on file for 12 months. If no action has been taken by the applicant within that time to address requests from the registry, it will be presumed that the application is no longer required and fees may be refunded.

## 13. Submission options

Post to	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
Lodge at	110 George Street Brisbane

For further information visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au) or phone 1300 366 430, international callers +61 7 3035 1000.

## Application checklist

You need to provide **all** the following information and documentation when lodging your application.

### Born or adopted in Australia, outside of Queensland

If you were born or adopted in Australia but outside of Queensland, you need to contact the state in which your birth or adoption was registered.

### Born or adopted in Queensland

If your birth or adoption was registered in Queensland, you need to provide:

- three **certified copies** of documents confirming your identity. Refer to 'Proof of identity requirements' in the attached guidelines.
- documents to formally verify any name changes since your birth was registered (i.e. change of name by Deed Poll, change of name by marriage, evidence of the use of an assumed name).
- a completed application form with all areas completed
- the declaration section of the application signed and witnessed
- your payment of the fee/s (cheque, money order or credit card).

### Born or adopted overseas

If you were born or adopted outside of Australia, you need to provide:

- a copy of your birth or adoption certificate. If these documents cannot be issued other evidence of your registered birth details including your name at birth, date of birth and place of birth may be accepted
- a copy of your citizenship documentation
- formal evidence that you ordinarily reside in Queensland. Refer to section 5 in the attached guidelines
- documents to formally verify any name changes since your birth was registered (i.e. change of name by Deed Poll, change of name by marriage, evidence of the use of an assumed name)
- three **certified copies** of documents confirming your identity. Refer to 'Identification' in the attached guidelines
- a completed application form with all areas completed
- the declaration section of the application signed and witnessed
- your payment of the fee/s (cheque, money order or credit card).

## Important information

- If your birth or adoption was registered in Queensland, a notation will be made on your birth or adoption registration. You have the choice as to whether this notation will show your new name.
- Change of name registrations (certificates) only provide some birth information, the new name, and any changes of name registered in Queensland since February 2004.
- Change of name certificates are not proof of birth identity.
- If you select 'Yes' in section 8, the birth certificate issued will show the latest name on the front of the certificate and previous names on the back.
- If the name being registered is identical to your original name in the Birth Register (eg. if you are returning to your maiden name after assuming a married name), then any change of name certificate will show the latest name and the name at birth.

## For more information

For more information or help with completing this application:

- telephone **1300 366 430**, **international callers +61 7 3035 1000**
- email [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au) (applications and supporting documentation cannot be emailed) or visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au)
- write to the Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST, QLD, 4002
- visit the Registry of Births, Deaths and Marriages at 110 George St, Brisbane, Queensland.

# Change of name (adult over 18 yrs) application guidelines

These guidelines will help you register a change of name for an adult only if their birth or adoption has been registered in Queensland or if they were born outside of Australia but ordinarily reside in Queensland.

If you were born or adopted in Australia, but outside of Queensland, you must contact the state in which your birth or adoption is registered.

## How to complete the application

Each section must be fully completed. When lodging your application with the registry you will need to provide:

- the appropriate identification
- supporting documents and
- the statutory fee.

The registry will not accept applications that have been faxed, emailed or contain correction fluid. Each section number below refers to the corresponding section number on the application form.

Refer to the checklist on page 2 of the certificate order form to ensure you have included all the necessary information.

### Section 1. Applicant's details

- This application is for use by adults over the age of 18 years only. If you wish to change the name of a child please contact the registry for the appropriate application form or visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au) to download a copy.
- If you do not have a mobile phone number or email address please write NA.
- Email addresses are recommended for people applying from overseas.
- All correspondence and certificates will be sent to the postal address in section 1 of the application form.

### Section 2. Applicant's details registered at birth or adoption and section 3. Parents' names at the time of applicants birth

- The information given in sections 2 and 3 must be completed with the same information that was submitted at the time of your birth/registration. These details must exactly match the details on your birth certificate or registration.
- If you were born overseas, evidence of your birth registration (birth certificate) must be provided. If your original birth certificate is not in English please have it translated into English by an accredited qualified translator.

### Section 4. Proposed new name

- Your proposed name, once registered, is to be used for all purposes.
- Clearly indicate the use of hyphens, capital letters and spaces if required (eg Smith-Jones, McLeod, Van der Berg).
- Please take care when completing the form as alterations cannot be made once the proposed name has been registered.

### Section 5. Citizenship details if you were born or adopted overseas

- Evidence that you reside in Queensland must be provided. This must be in the form of a formal letter which:
  - must be written and signed by one of the following: an educational institution; an employer; a doctor; the Australian Electoral Commission; or a person acceptable to the Registrar-General
  - must state you have been a Queensland resident for at least 12 months prior to the date you lodge your application
  - must be dated and signed.

### Section 6. Previous change of name

- You only need to complete this section if any of your names have changed since your birth was registered (i.e. if the name on your current identification is different to your name as it appears on your birth certificate).
- Only one change of name may be registered in every one year period. Another change of name within this timeframe can only be registered if approval is given from a Queensland Magistrates Court. Please contact your nearest magistrates court regarding this approval.

### Section 7. Applicant's name change details

- You will need to provide supporting documentation to confirm your previous name changes (e.g. marriage certificate, deed poll, and change of name certificate/s). Please contact the registry for further information.

### Section 8. New name on birth or adoption registration

- If you were born in Queensland a notation will be made on your birth registration (certificate). You may choose whether this notation shows your new name or simply records there has been a change of name.
- If you select 'Yes' in section 8, the birth certificate issued will show the latest name on the front of the certificate and previous names on the back.

### Section 9. Reason for name change

- You must provide a reason for your proposed name change.
- Try to make the reason as detailed as possible (e.g. your mother has remarried and you wish to assume your step-father's name).
- Simply writing 'personal' or 'passport' is not sufficient and may result in the application being returned.

### Section 11. Declaration

- Your signature must be witnessed by another adult.
- Please ensure your signature on the application matches the signature on your current identification.

### Section 12. Submission options

You have two options: you can either mail your application or lodge it in person.

Mail your application to Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST, QLD, 4002.

Visit the registry in person at Registry of Births, Deaths and Marriages, 110 George St, Brisbane, Queensland.

At the registry you will meet with a customer service

**Table 1 : Proof of identity documents**

List 1	List 2	List 3
<ul style="list-style-type: none"> <li>• Current Australian photo drivers licence</li> <li>• Current Australian passport</li> <li>• Current overseas passport, with current entry permit</li> <li>• Current Australian Firearms licence</li> <li>• Current Defence Force or Police Service photo ID card</li> <li>• Over 18's ID card.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Medicare card</li> <li>• Current credit card, account card or passbook</li> <li>• Current entitlement card issued by the Commonwealth Government</li> <li>• Current student identity card or statement of enrolment</li> <li>• School or other educational report, less than twelve months old</li> <li>• Current document of identity issued by the Passport Office</li> <li>• Naturalisation/citizenship/immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs</li> <li>• Security guard/crown control licence</li> <li>• Tax file statement</li> </ul>	<ul style="list-style-type: none"> <li>• Utility account (gas, electricity, home phone, etc) with residential address</li> <li>• Bank statement with residential address</li> <li>• Rent/lease agreement</li> <li>• Rates notice</li> </ul> <p>List 3 documents must be dated/ issued no more than three months prior to the date the application is lodged.</p>

Other forms of identification may be accepted, subject to the opinion of the Registrar-General.

### \*Qualified witnesses

The following people can certify photocopies of documents as being 'a correct copy of the document':

- justice of the peace
- barrister/solicitor
- commissioner for declarations
- notary public.

representative who will check your documentation and accept the fee. No appointment is necessary. However, due to the high activity levels and waiting times at our change of name counter it is recommended you post your application.

Please visit the website [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm) for current processing timeframes and fees.

### Proof of identity requirements

Photocopies of identification documents must be certified by a qualified witness\* as being 'a correct copy of the document'.

Three forms of certified identification MUST be provided by the applicant that can be either:

- three forms of identification for yourself from List 1
- or
- one form of identification from List 1 and two forms from List 2
- or
- if you are unable to provide identification from List 1 you must provide two forms of identification from List 2 and one form of identification from List 3.

### For more information

- telephone 1300 366 430, international callers +61 7 3035 1000
- email [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au) (applications and supporting documentation cannot be emailed) or visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au).
- write to: Registry of Births, Deaths and Marriages PO Box 15188, CITY EAST, QLD, 4002
- visit the Registry of Births, Deaths and Marriages at 110 George Street, Brisbane, Queensland.