



## APPLICATION TO CHANGE A CHILD’S GIVEN NAME(S) WITHIN 12 MONTHS OF THEIR BIRTH

**You MUST return pages 1, 2 and 3 if applying via mail**

- If your child was born in Western Australia and you wish to change his/her given names before the age of 12 months, this form must be completed
- This application must be made:
  - by both parents if the Birth Registration Form was signed by them;
  - if the Birth Registration Form was signed by one parent, by that parent;
  - if one of the child’s parents has died, by the surviving parent; or
  - if both parents of the child have died, cannot be found or for some other reason cannot exercise their parental responsibilities, by the child’s guardian (proof of guardianship required)
- Only one change of this kind can be made to a child’s given names within 12 months of their birth
- The fee payable for this application includes the issue of a replacement standard birth certificate. See *Fees webpage – Change to a Child’s Given Name*
- Payment may be made by cheque or money order payable to the “Registry of Births, Deaths and Marriages” or by MasterCard or Visa.

### IDENTIFICATION REQUIREMENTS

See page 3 of this form or visit [www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au)

### PAYMENT DETAILS

**Applicant’s Full Name:**

Enclosed is a cheque/money order* for \$										<b>OR</b>							
Debit my										MasterCard <input type="checkbox"/>		or		Visa <input type="checkbox"/>		for \$	
* Your cheque or money order should be made payable to the “Registry of Births, Deaths and Marriages”																	
Card No	<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"/>	Expiry Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Name of Cardholder								Signature of cardholder									

## APPLICATION TO CHANGE A CHILD'S GIVEN NAME(S) WITHIN 12 MONTHS OF THEIR BIRTH

### Mother's name and address

I		
of	Postcode	Phone No.

### Father's name and address

I		
of	Postcode	Phone No.

the parents of:

### Child's details as registered at birth

Full name:
born at _____, WA on    /    /

request that our child's **given names** be changed to:

NEW <b>Given Names</b> in full
Surname ( <b>surname will not be changed</b> )

**Declaration:** I declare that the information I have provided is true and correct. I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the identity documents provided with this application.

<b>Mother's signature</b>	<b>Father's signature</b>
Date of application:    /    /	Date of application:    /    /

**Please note:** It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1998*.

## INSTRUCTIONS TO CHANGE A CHILD'S GIVEN NAME(S) WITHIN 12 MONTHS OF THEIR BIRTH

### HOW TO APPLY

**POST** the completed form (pages 1-3) to:  
Registry of Births, Deaths & Marriages  
PO Box 7720 Cloisters Square  
PERTH WA 6850 **OR**

**BRING** the completed form (pages 1-3) to:  
Registry of Births, Deaths & Marriages  
Level 10, 141 St Georges Terrace Perth  
between 8.30 am - 4.30 pm, Monday to Friday

**Note: Faxed or emailed applications will not be accepted**

### IDENTIFICATION REQUIREMENTS

When lodging this application to change a child's given name(s) within 12 months of their birth in Western Australia, evidence of both parents identity must be provided.

- You **MUST** provide at least **three** forms of identification:
  - One document from each List (1, 2 **and** 3).  
At least one containing a photograph; **or**
  - One from List 1 and two from List 2.  
At least one containing a photograph, **or**
  - Two from List 2 and one from List 3.  
At least one containing a signature.
- All forms of identification **MUST** be **current**.
- Documents from List 3 **MUST** show your **current residential address**.
- Bank statements, utility accounts or rates notices **MUST** have been **issued within the last six months**.

### CERTIFICATION REQUIREMENTS

**Applying in person** - original documents must be provided.

**Applying by post** - please send clear **certified** photocopies of your identification documents with your application.

Photocopies of identification will only be accepted if they are **certified by a qualified witness** as being "true copies" of the original documents. See page 3 for *Certifying documents*.

✓ Tick the forms of identification that are supporting your application

#### LIST 1 - Evidence of link between photo & signature

- Australian driver's licence**
- Australian passport**
- Australian firearm's licence**
- Defence Force/Police ID card**
- Australian Citizenship Certificate** with evidence of residence status
- WA Photo Card, Over 18 or Proof of Age Card**
- Australian learner driver's permit card**

#### LIST 2 - Evidence of operating in the community

- Debit or Credit card** (one or the other, not both) issued by a financial institution
- Document of identity** issued by the Passport Office
- Entitlement card** issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- Full Birth certificate** issued in Australia (birth extracts not accepted)
- Medicare card**
- Naturalisation, citizenship or immigration papers** issued by Dept of Immigration & Border Protection (DIBP)
- Overseas passport** with current Australian Entry Permit
- Security guard or crowd control licence** (Australian)
- Student identity document or statement of enrolment** issued by an educational institution, including Tertiary (should include photo and/or signature)
- Working with children card**

#### LIST 3 - Evidence of current residential address

- Driver's licence renewal notice**
- Financial institution statement** less than six months old
- Motor vehicle registration**
- Property lease or tenancy agreement**
- Shire/water rates notice**
- School or other educational report or certificate** less than twelve months old
- Utility account** less than six months old (gas, electricity, home phone, etc)

### FURTHER INFORMATION

For further information, please visit our website at [www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au) or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.

## WHO CAN CERTIFY DOCUMENTS?

This page is NOT to be forwarded to the Registry of Births, Deaths and Marriages

### Certifying documents (photocopies of identification)

Before certifying a document, ensure that the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

***I certify that this appears to be a true copy of the document produced to me on < date >***

***Signature***

***Name***

***Qualification (eg Justice of the Peace)***

List of persons who can Certify Documents:

Academic (post-secondary institution)	Loss adjuster
Accountant	Marriage Celebrant
Architect	Member of Parliament (State or Commonwealth)
Australian Consular Officer	Minister of religion
Australian Diplomatic Officer	Nurse
Bailiff	Optometrist
Bank Manager	Patent Attorney
Chartered secretary	Physiotherapist
Chemist	Podiatrist
Chiropractor	Police officer
Company auditor or liquidator	Post Office manager
Court officer (Judge, master, magistrate, registrar or clerk)	Psychologist
Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service)	Public Servant (State or Commonwealth)
Dentist	Public Notary
Doctor	Real Estate agent
Engineer	Settlement agent
Industrial organisation secretary	Sheriff or deputy Sheriff
Insurance broker	Surveyor
Justice of the Peace	Teacher
Lawyer	Tribunal Officer
Local government CEO or deputy CEO	Veterinary surgeon
Local government councillor	