



PREVIOUS CHANGE OF NAME CERTIFICATE APPLICATION (Western Australia ONLY)

Note: This form is **not** to be used to apply for a new name

Payment details over the page – you MUST return pages 1 and 2 if applying via mail

Please note:

- This form should only be used to apply for a Change of Name certificate that has already been registered in Western Australia
- Do not use this form if the Change of Name was by “marriage”. A marriage certificate application should be completed
- Changes of Name registered **prior to 31 January 1957** should be directed to Landgate. See www.landgate.wa.gov.au

CHANGE OF NAME CERTIFICATE **\$49.00** (Fees include regular postal delivery. If Registered Post or Express Post is required, please enclose a self-addressed Registered or Express Post envelope).
 PRIORITY FEE * **\$34.00** (Payable in addition to the certificate fee & includes priority postal delivery. **Does not** include Registered Post or Express Post – see exception above).

* **Priority fee** not payable for change of name registered after **26 November 2001** when lodged in person at the Perth Registry Office

Fees subject to change without notice.

Identification and Certificate Access Requirements

See page 2 or visit www.bdm.justice.wa.gov.au

Processing Times for Mailed Certificate Applications

Standard - Please allow up to 2 working days plus regular postal delivery time

* **Priority** - Processed within 24 hours of receipt plus priority postal delivery time

NAME CHANGED FROM: Please PRINT clearly

| | |
|----------------------|--|
| Surname | |
| Given name(s) | |

NAME CHANGED TO:

| | |
|----------------------|--|
| Surname | |
| Given name(s) | |

| | | | |
|---------------------------------------|-----|---|--|
| Approx. date of change of name | / / | Change of Name Registration Number (if known) | |
|---------------------------------------|-----|---|--|

APPLICANT'S DETAILS (please see next page for access conditions and identification requirements)

| | | | |
|---|--|---|-------------------------------------|
| Full name | | | |
| Postal address | Suburb | | |
| | State | Postcode | |
| Your Relationship to the person whose certificate you are requesting | e.g. self, parent | Daytime phone number | |
| Email address | | | |
| Reason required | Passport <input type="checkbox"/> | Driver's licence <input type="checkbox"/> | Centrelink <input type="checkbox"/> |
| | Legal <input type="checkbox"/> | Marriage <input type="checkbox"/> | Lost <input type="checkbox"/> |
| | Bank requirements <input type="checkbox"/> | | |
| | Family history <input type="checkbox"/> | | |
| | Other | | |

Declaration: I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

SIGNATURE OF APPLICANT

Signature must be completed

OFFICE USE ONLY

| |
|---|
| LIST 1 (photo): Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Photo/Age Card <input type="checkbox"/> Firearm's Licence <input type="checkbox"/> Defence/police <input type="checkbox"/> Citizenship Cert <input type="checkbox"/> Learner's permit card <input type="checkbox"/> |
| ID Ref: |
| LIST 2: Birth Cert(Aust) <input type="checkbox"/> Citizen papers <input type="checkbox"/> Cr/Debit Card <input type="checkbox"/> Health <input type="checkbox"/> Medicare <input type="checkbox"/> Centrelink <input type="checkbox"/> Student card <input type="checkbox"/> Travel Doc <input type="checkbox"/> |
| ID Ref: |
| LIST 3 (current address): Bank Statement <input type="checkbox"/> Rates notice <input type="checkbox"/> Educational report <input type="checkbox"/> Motor Vehicle Rego <input type="checkbox"/> Utility account <input type="checkbox"/> Rental agreement <input type="checkbox"/> |
| ID Ref: <i>If ID provided from Lists 2 and 3, one ID must contain a signature</i> |
| Letter of Authority <input type="checkbox"/> Other <input type="checkbox"/> Initial ID sighted..... |

REPLACEMENT CHANGE OF NAME CERTIFICATE APPLICATION INSTRUCTIONS

| | |
|---|--|
| <p>HOW TO APPLY</p> <p>POST the completed form (pages 1 & 2) to: Registry of Births, Deaths & Marriages PO Box 7720 Cloisters Square PERTH WA 6850</p> <p style="text-align: center;">OR</p> <p>BRING the completed form (pages 1 & 2) to: Registry of Births, Deaths & Marriages Level 10, 141 St Georges Terrace Perth between 8.30 am - 4.30 pm, Monday to Friday</p> <p>Note: Faxed or emailed applications will not be accepted</p> <p>WHO CAN APPLY FOR A CERTIFICATE</p> <p>Change of name certificates are generally only available to the person registered.</p> <p>If the certificate relates to a person other than yourself and you do not qualify under the Registry's Certificate Access Policy, you must provide the written consent or authority from a person entitled to the certificate and you must also provide identification for yourself and the person for whom you are acting.</p> <p>Information regarding the Registry's Certificate Access policy is located on our website at www.bdm.justice.wa.gov.au, or telephone the Registry on 1300 305 021.</p> <p>CHANGE OF NAME PRIOR TO 1957</p> <p>Requests for a certified copy of a change of name prior to 1957 should be directed to Landgate. See www.landgate.wa.gov.au</p> <p>IDENTIFICATION REQUIREMENTS</p> <p>When applying for a Western Australian certificate, evidence of your identity must be provided.</p> <ul style="list-style-type: none"> • You MUST provide at least three forms of identification: <ul style="list-style-type: none"> • 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. <p>CERTIFICATION REQUIREMENTS</p> <p>Applying in person - original documents must be provided. Applying by post - please send clear certified photocopies of your identification documents with your application.</p> <p>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 <i>Certifying documents</i>.</p> | <p><input checked="" type="checkbox"/> Tick the forms of identification that are supporting your application</p> <p>LIST 1 - Evidence of link between photo & signature</p> <p><input type="checkbox"/> Australian driver's licence</p> <p><input type="checkbox"/> Australian passport</p> <p><input type="checkbox"/> Australian firearm's licence</p> <p><input type="checkbox"/> Defence Force/Police ID card</p> <p><input type="checkbox"/> Australian Citizenship Certificate with evidence of residence status</p> <p><input type="checkbox"/> WA Photo Card, Over 18 or Proof of Age Card</p> <p><input type="checkbox"/> Australian learner driver's permit card</p> <p>LIST 2 - Evidence of operating in the community</p> <p><input type="checkbox"/> Debit or Credit card (one or the other, not both) issued by a financial institution</p> <p><input type="checkbox"/> Document of identity issued by the Passport Office</p> <p><input type="checkbox"/> Entitlement card issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)</p> <p><input type="checkbox"/> Full Birth certificate issued in Australia (birth extracts not accepted)</p> <p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Naturalisation, citizenship or immigration papers issued by the Department of Home Affairs (DHA)</p> <p><input type="checkbox"/> Overseas passport with current Australian Entry Permit</p> <p><input type="checkbox"/> Security guard or crowd control licence (Australian)</p> <p><input type="checkbox"/> Student identity document or statement of enrolment issued by an educational institution, including Tertiary (should include photo and/or signature)</p> <p><input type="checkbox"/> Working with children card</p> <p>LIST 3 - Evidence of current residential address</p> <p><input type="checkbox"/> Driver's licence renewal notice</p> <p><input type="checkbox"/> Financial institution statement less than six months old</p> <p><input type="checkbox"/> Motor vehicle registration</p> <p><input type="checkbox"/> Property lease or tenancy agreement</p> <p><input type="checkbox"/> Shire/water rates notice</p> <p><input type="checkbox"/> School or other educational report or certificate less than twelve months old</p> <p><input type="checkbox"/> Utility account less than six months old (gas, electricity, home phone, etc)</p> <p>FURTHER INFORMATION</p> <p>For further information, please visit our website at www.bdm.justice.wa.gov.au or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.</p> |
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PAYMENT DETAILS **If applying for more than one certificate only complete payment details on one form**

Applicant's Full Name:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------------------|-----|-----|---|-------------------------------|-----|--------|--|
| Enclosed is a cheque/money order* for \$ | | | | | | | | | | OR 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 | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | Expiry Date | [] | [] | / | [] | [] | | |
| Name of Cardholder | | | | | | | | | | Signature of cardholder | | | | | | | | | | | | | | | | | |

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:

| | |
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| 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 | |