



# APPLICATION TO RECORD A PREVIOUSLY REGISTERED CHANGE OF NAME IN A BIRTH REGISTRATION

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

- If you have previously registered a change of name and wish to have this noted on your birth registration (if born in Western Australia), please complete this form
- A change of name assumed by marriage, repute or usage cannot be noted in a birth registration
- If the change of name was registered in another State or Territory, a certified copy of the change of name must be provided with this application
- **Section A** of this application must be completed by persons aged 18 years or over  
**Section B** must be completed by the parents of a child under the age of 18 years. If the child is 12 years of age or over he/she must also sign this form
- If you prefer to identify either parent differently to that currently printed on page 2 of this form, simply cross through the appropriate heading and substitute it with Mother, Father or Parent
- If both parents cannot complete this application, please contact the Registry for further assistance
- No fee is payable for this application. After the birth registration has been changed, a replacement birth certificate can be obtained on payment of the relevant fee. (See Fees webpage – Birth Certificate)
- 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"/>	Expiry Date <input type="text"/> / <input type="text"/>
Name of Cardholder	Signature of cardholder		

## APPLICATION TO RECORD A PREVIOUSLY REGISTERED CHANGE OF NAME IN A BIRTH REGISTRATION

### Section A: This section must be completed by persons aged 18 years or over

#### Applicant's current name and address

I		
of	Postcode	Phone No.
Place of Change of Name <small>(e.g. WA, NSW, New Zealand)</small>		Date of Change of Name / /

request that the change of name, as stated below, be noted in my birth registration.

#### Name registered at birth

Full name:
born at ,WA on / /

#### Name previously changed to

Full name:
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**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.

<b>Applicant's signature:</b>	Date / /
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### Section B: This section must be completed by the parents of a child under the age of 18 years

#### Birth Mother to complete this section

#### Parent to complete this section

I	I
of	Postcode
Phone No:	of
Place of Child's Change of Name <small>(e.g. WA, NSW, New Zealand)</small>	Date of Change of Name / /

request that the change of name, as stated below, be noted in our child's birth registration.

#### Child's name as registered at birth

Full name:
born at ,WA on / /

#### Name previously changed to (Full name):

#### Child's consent to change of surname:

If the surname of a child aged 12 years or over is to change as a result of this application, the child **must** sign this consent section.

I (full name of child)
consent to the above change of name being noted in my birth registration.

**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.

<b>Child's signature:</b>	<b>Date:</b> / /
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<b>Birth Mother's signature:</b>	<b>Parent'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 RECORD A PREVIOUSLY REGISTERED CHANGE OF NAME IN A BIRTH REGISTRATION

<p><b>HOW TO APPLY</b></p> <p><b>POST</b> the completed form (pages 1-3) to: Registry of Births, Deaths &amp; Marriages PO Box 7720 Cloisters Square PERTH WA 6850 <span style="float: right;"><b>OR</b></span></p> <p><b>BRING</b> the completed form (pages 1-3) to: Registry of Births, Deaths &amp; Marriages Level 10, 141 St Georges Terrace Perth between 8.30 am - 4.30 pm, Monday to Friday</p> <p><b>Note: Faxed or emailed applications will not be accepted</b></p> <p><b>IDENTIFICATION REQUIREMENTS</b></p> <p>When lodging this application to record a previously registered change of name in a birth registration in Western Australia, evidence of identity for the Applicant (Section A) or both parents (Section B) must be provided.</p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> provide at least <b>three</b> forms of identification:             <ul style="list-style-type: none"> <li>– One document from each List (1, 2 <b>and</b> 3). At least one containing a photograph; <b>or</b></li> <li>– One from List 1 and two from List 2. At least one containing a photograph, <b>or</b></li> <li>– Two from List 2 and one from List 3. At least one containing a signature.</li> </ul> </li> <li>• All forms of identification <b>MUST</b> be <b>current</b>.</li> <li>• Documents from List 3 <b>MUST</b> show your <b>current residential address</b>.</li> <li>• Bank statements, utility accounts or rates notices <b>MUST</b> have been <b>issued within the last six months</b>.</li> </ul> <p><b>CERTIFICATION REQUIREMENTS</b></p> <p><b>Applying in person</b> - original documents must be provided.</p> <p><b>Applying by post</b> - please send clear <b>certified</b> photocopies of your identification documents with your application.</p> <p>Photocopies of identification will only be accepted if they are <b>certified by a qualified witness</b> as being "true copies" of the original documents. See page 3 for <i>Certifying documents</i>.</p>	<p>✓ Tick the forms of identification that are supporting your application</p> <hr/> <p><b>LIST 1 - Evidence of link between photo &amp; signature</b></p> <p><input type="checkbox"/> <b>Australian driver's licence</b></p> <p><input type="checkbox"/> <b>Australian passport</b></p> <p><input type="checkbox"/> <b>Australian firearm's licence</b></p> <p><input type="checkbox"/> <b>Defence Force/Police ID card</b></p> <p><input type="checkbox"/> <b>Australian Citizenship Certificate</b> with evidence of residence status</p> <p><input type="checkbox"/> <b>WA Photo Card, Over 18 or Proof of Age Card</b></p> <p><input type="checkbox"/> <b>Australian learner driver's permit card</b></p> <hr/> <p><b>LIST 2 - Evidence of operating in the community</b></p> <p><input type="checkbox"/> <b>Debit or Credit card</b> (one or the other, not both) issued by a financial institution</p> <p><input type="checkbox"/> <b>Document of identity</b> issued by the Passport Office</p> <p><input type="checkbox"/> <b>Entitlement card</b> issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)</p> <p><input type="checkbox"/> <b>Full Birth certificate</b> issued in Australia (birth extracts not accepted)</p> <p><input type="checkbox"/> <b>Medicare card</b></p> <p><input type="checkbox"/> <b>Naturalisation, citizenship or immigration papers</b> issued by the Department of Home Affairs (DHA)</p> <p><input type="checkbox"/> <b>Overseas passport</b> with current Australian Entry Permit</p> <p><input type="checkbox"/> <b>Security guard or crowd control licence</b> (Australian)</p> <p><input type="checkbox"/> <b>Student identity document or statement of enrolment</b> issued by an educational institution, including Tertiary(should include photo and/or signature)</p> <p><input type="checkbox"/> <b>Working with children card</b></p> <hr/> <p><b>LIST 3 – Evidence of current residential address</b></p> <p><input type="checkbox"/> <b>Driver's licence renewal notice</b></p> <p><input type="checkbox"/> <b>Financial institution statement</b> less than six months old</p> <p><input type="checkbox"/> <b>Motor vehicle registration</b></p> <p><input type="checkbox"/> <b>Property lease or tenancy agreement</b></p> <p><input type="checkbox"/> <b>Shire/water rates notice</b></p> <p><input type="checkbox"/> <b>School or other educational report or certificate</b> less than twelve months old</p> <p><input type="checkbox"/> <b>Utility account</b> less than six months old (gas, electricity, home phone, etc)</p> <hr/> <p><b>FURTHER INFORMATION</b></p> <p>For further information, please visit our website at <a href="http://www.bdm.justice.wa.gov.au">www.bdm.justice.wa.gov.au</a> or call 1300 305 021 between 8.30 am and 4.30 pm, Monday to Friday.</p>
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## 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	

