



Application to register a change of name (*adult 18 years or over*)

Eligibility

- You must be 18 years of age or older;
- You were born and/or your birth is registered in Western Australia (WA); **or**
- If not born in WA but were born overseas, you must be an Australian citizen or permanent resident and have continuously resided in WA for twelve (12) months immediately preceding your application.
- If you were married in **Australia** and you want to use your spouse's surname or combine your surnames, this is done as a matter of custom and you do not need to register the change of name.
- You can only change your name **once** in any 12 month period unless there are exceptional circumstances. This does not apply if you are reverting to your immediate past name.

Note: If you were born in another State or Territory of Australia you must apply to change your name in your birth State. You cannot apply to the WA Registry.

Instructions for completing this application

- Print clearly with black ink only.
- Symbols and abbreviations must **not** be used.
- To make an alteration, cross out the mistake and initial the change.
- Do not use correction fluid or tape.
- Do not fax or email the application form.
- If any requirements are not met, the application will not be accepted.
- If you do not provide any additional information requested by the Registry within 28 days, your application will be cancelled and a refund of any payment received will be posted separately.

Additional information

Processing time

- Allow a minimum of fifteen (15) working days to process your application, and a further ten (10) working days if paying by personal cheque.
- An incomplete application will not be accepted.

Notification

If your change of name application is successful:

- Any person whose birth is registered in WA will have the new name noted at the bottom of their birth certificate. That notation will appear on all birth certificates issued after the change of name is registered. Your original birth name will still be recorded on your birth certificate. A birth certificate including the change of name notation is available on payment of an additional fee. Refer to Part 6 for fees.
- Name changes may be notified to other organisations, for example the Police Department, Passport Office, Department of Immigration & Border Protection (DIBP) and Department of Transport.

Can my change of name be refused?

The Registrar may refuse your application if:

- a. you are unable to produce the required proof of identity documents; or
- b. you have failed to advise of previous changes of name in WA or other States/Territories; or
- c. you have outstanding debts; or
- d. you are ineligible, or your new name is considered to be a prohibited name i.e. obscene or offensive, too long, includes symbols without phonetic significance, or is considered to be against the public interest; or
- e. there is reason to believe that the application has been made for fraudulent or improper purposes.

You will be notified in writing if your application is unsuccessful.

Supporting documentation

- a. Provide at least three (3) forms of identification (ID) with your application.
- b. You must provide photo identification.
- c. If you are applying in person, original documents must be provided.
- d. If applying by post, clear copies certified by a qualified witness as being "true copies" of the original documents must be provided. Visit our website at www.bdm.dotag.wa.gov.au for a list of persons who can certify documents.
- e. Proof of any previous legal name change must be presented (eg marriage certificate, name change, deed poll, citizenship certificate).
- f. Overseas documents must be translated in Australia into English by an accredited NAATI translator. Overseas translations will not be accepted.
- g. Other documents requested by the Registry.

Born overseas (ONLY)

- h. If you are an Australian citizen born overseas, your birth certificate, current passport and citizenship certificate must be provided.
- i. If born overseas and you are a permanent resident, your birth certificate, a current passport and proof of your residency status must be provided.
- j. If born overseas, you must provide at least two (2) separate forms of documentary evidence that you have been living or have been ordinarily resident in WA for the 12 months immediately preceding your application.

For detailed requirements refer to **Part 4 – Identification and Residency**.

False Information

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*. Penalties apply.

Part 1 - Your details

1. Name Changing From

a. Surname (family name)

b. Given name(s)

2. Name at birth (if different from above)

a. Surname (family name)

b. Given name(s)

3. Marital status

- Single Married De facto
 Divorced Widowed Separated

4. Gender

- Male Female

5. Date of birth

6. Place of birth *(Must provide birth certificate if not born in WA)*

a. Suburb/Town

b. State

c. Country

7. If born overseas, you are:

- an Australian citizen *You must supply your birth certificate, current passport and citizenship certificate*
 a permanent resident *You must supply your birth certificate, a current passport and proof of your residency status*

and ordinarily reside in WA for a continuous period of twelve (12) months immediately preceding your application.

If you do not meet the above criteria you cannot lodge a Change of Name application with the WA Registry Office.

8. Current residential address

a. Street number and name (PO Boxes not accepted)

b. Suburb/Town

c. State

d. Postcode

9. How long have you lived at this address?

10. Daytime phone number

11. Email address

12. What is your preferred method of contact

- Mail Phone Email

13. Marriage details *(if applicable)*

a. Date of first marriage

Place (suburb/town, state, country)

b. Date of second marriage

Place (suburb/town, state, country)

c. Date of third marriage

Place (suburb/town, state, country)

d. Full name prior to last marriage

14. Parents' details

a. Mother's maiden name *(surname/family name at birth)*

b. Mother's current surname/family name *(if different from above)*

c. Mother's given name(s)

d. Father's surname/family name

e. Father's given name(s)

Part 2 - Proposed new name

15. Name you want to register

a. Surname (family name)

b. Given name(s)

Part 3 - Supporting information

16. Why are you changing your name?

You need to give the Registry a detailed reason for your name change application to be considered. Write a statement explaining the reason for changing your name.

One or two word explanations such as "personal", "professional", "passport" or "driver's licence" are not enough and your application may be declined.

Supply any relevant documents to support your application (eg your overseas marriage certificate). You can write your reason on a separate page if there is not enough space below.

17. Have you previously changed your name (legally) in Australia or overseas (including marriage)?

- No *Go to question 18.*
- Yes *You must provide details below of each name used and evidence of how you changed your name. Failure to list all previous names may result in your application being declined.*
Note: this also includes a change of name by marriage.

Previous names

If you have had more than four previous change of names, attach a separate sheet with the details below.

a. Surname (family name)

Given name(s)

Date changed

/ /

Where changed *(Australian state or overseas country)*

How changed *(eg name change, deed poll, marriage)*

b. Surname (family name)

Given name(s)

Date changed

/ /

b. Where changed *(Australian state or overseas country)*

How changed *(eg name change, deed poll, marriage)*

c. Surname (family name)

Given name(s)

Date changed

/ /

Where changed *(Australian state or overseas country)*

How changed *(eg name change, deed poll, marriage)*

d. Surname (family name)

Given name(s)

Date changed

/ /

Where changed *(Australian state or overseas country)*

How changed *(eg name change, deed poll, marriage)*

18. Have you ever had an application to change your name refused in any Australian state or territory?

If you have had more than one refused application provide all details on a separate attachment.

- No *Go to question 19.*

- Yes Application date

/ /

Where?

19. Do you have any financial defaults?

- No *Go to question 20.*

- Yes *You must attach a copy of your credit report under your current name and any names you have previously used.*

20. Have you ever been declared bankrupt?

- No *Go to question 21.*

- Yes *You must attach a letter which acknowledges your bankruptcy from the Australian Financial Services Authority or from your Trustee in Bankruptcy.*

21. Have you ever been arrested, charged, on bail or convicted of a fraud related offence?

- No *Go to question 22.*

- Yes *You must attach a statutory declaration explaining the circumstances and provide a credit report.*

Part 4 - Identification and residency

22. Were you born overseas?

- No *Go to question 23.*
- Yes You must provide (in addition to ID requirements in question 23):
- a birth certificate and current passport; **and**
 - if an Australian citizen and born overseas, your Citizenship certificate; **or**
 - if a permanent resident and born overseas, proof of your status as a permanent resident.

23. Identity documents

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**.

Any documents from List 3 that do not have a date of issue or expiry displayed will not be accepted.

Bank statements, utility accounts or rates notices **MUST** have been issued within the last six months.

If you cannot provide current photo identification from List 1, refer to 'Photograph and signature' section on page 5.

24. Residency documents (*for applicants born overseas*)

You **MUST**:

- Be an Australian citizen or permanent resident of Australia and have been ordinarily residing (permanently living) in WA for twelve (12) continuous months immediately leading up to the date of your application.
- Provide at least two (2) separate forms of documentary evidence that you have been living in WA for the 12 months immediately preceding your application. The Registry may make further enquiries about your living arrangements in the 12 months prior to your application before approving any change of name.
- Evidence of your current residency should not be older than twelve months (except your WA photo driver's licence) and must show transactions or some other form of evidence that you have resided in WA for the preceding 12 months.
- Evidence of residency must state your **current address** and where applicable all previous WA addresses within the last 12 months, and clearly show a 12 month history of you living in WA.

For examples of what may be accepted as proof of living in WA please refer to the back page

- All photocopies of documents must be certified as true copies by an authorised person.
- The Registrar can refuse to register a change of name if you do not meet the requirements.
- The Registry will not accept any papers that do not have a date of issue displayed.
- In extraordinary circumstances the Registry may accept evidence of residency older than 12 months but only where they clearly link to other forms of evidence of you living in WA. You must discuss this with Registry staff before lodging your application.

List 1 - Evidence of link between photo and 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 the 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 status

- Driver's licence renewal notice
- Motor vehicle registration
- Financial institution statement less than 6 months old
- Property lease or tenancy agreement
- Shire/water rates notice
- School or other educational report or certificate less than 12 months old
- Utility account less than 6 months old (gas, electricity, home phone etc)

Note: The Registry may at its discretion conduct checks to verify the authenticity of your documentation provided with this application.

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.

Suggested wording for the certification:

"I certify that this appears to be a true copy of the document produced to me on (date)"

Signature

Name

Qualification (eg JP, pharmacist)

Visit www.bdm.dotag.wa.gov.au for a list of people who can certify documents.

Part 4 - Identification and residency (continued)

25. Are all your identity documents (e.g. driver licence, passport, Medicare card) in your current name?

- Yes Go to question 26.
 No Please specify why not *If not enough space below write your explanation on a separate attachment.*

Photograph and signature

26. Have you supplied an identity document from List 1?

- Yes Go to part 5.
 No You must provide **two** recent passport sized photographs signed on the back by a Guarantor

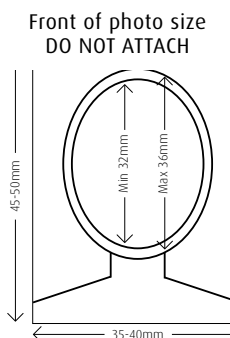
Photograph

- must be a professional passport photo standard.
- be no more than three months old.
- show only head and top of shoulders.
- be between 35mm and 40mm wide and between 45mm and 50mm high.
- be printed on photographic paper, with no marks on the image.
- show you without any hat or other head covering.
- if you wear a head covering for religious reasons, the photos must show your face from bottom of chin to top of forehead and both edges of your face.
- be attached to this form with a paperclip (do not staple).
- be signed on the back by a Guarantor along with your name and signature.

Guarantor

The Guarantor must:

- not be related to you by birth or marriage.
- not be a de facto partner.
- not live at the same address as you.
- be 18 years of age or over.
- have known you for at least one (1) year.



Guarantor must endorse
on the back of the photo

This is a true photo of

full name of subject

signature of subject

signature of Guarantor

Guarantor's details

27. Surname (family name)

28. Given name(s)

29. Current residential address (PO Boxes not accepted)

a. Street number and name

b. Suburb/Town

c. State

d. Postcode

30. Daytime phone number

31. How do you know the applicant? (eg doctor, friend)

32. How long have you known the applicant?

Y

Y

years

M

M

months

33. Guarantor's declaration

- I declare that the information I have provided is true and correct to my knowledge and that I qualify to be a Guarantor for the person changing their name in this application.
- I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the information I have provided on this form.

a. Guarantor's signature

b. Date

D

D

/

M

M

/

Y

Y

Y

Y

Part 5 - Declaration

I declare that:

- the information I have provided in this application is true and correct;
- I am normally resident or was born in Western Australia;
- I wish to be known by the new name (legal name) stated in Part 2 of this form;
- I acknowledge I have checked and certify the new name, including given and family names as being completely accurate; and
- I understand that I will not be able to change this name again within 12 months without exceptional circumstance such as "personal safety".

I understand that:

- this form remains the property of the State of WA and that some or all of the information may be disclosed to persons or bodies with adequate entitlement to the information under the *Births, Deaths & Marriages Registration Act 1998* or the Registry's Access policy.
- it is an offence to make a false or misleading representation in this application or its supporting documents and that penalties may apply.
- by signing the change of name application I am authorising the Registry at its discretion to conduct checks with appropriate agencies to verify the information in my application including the authenticity of supporting documentation.

I certify that I have read and understood the declaration above:

a. Applicant's signature

b. Date

D

D

/

M

M

/

Y

Y

Y

Y

Part 6 - Payment

34. Fees

A fee of \$170 is payable when submitting this form. The fee includes:

- Registration of a change of name
- Change of name certificate (not a birth certificate)

Please note:

- Family applications** Where a family apply to change their name together all applications for children of that family under 18 years of age are not charged a fee. ie each adult applicant pays a full fee and each child no fee payable.
- For family applications, a change of name certificate will be provided for each person.
- Any person who is born in WA will have the new name noted at the bottom of their birth certificate. A birth certificate including the change of name notation is available on payment of an additional fee of \$48.
- If born in WA and you have a birth certificate you must return it with this application. It will be replaced FREE of charge upon registration of your change of name.

35. Order form

	Price *	Qty	Subtotal
Change of name fee	\$170		\$
Full WA birth certificate (only if born in WA)	\$48		\$
Total			\$

*All prices listed are subject to change.
Confirm current fees at www.bdm.dotag.wa.gov.au

36. Payment details

a. What type of application is this?

- Single application
- Family application *Complete payment details on one application form only*

b. How do you wish to pay?

- By mail**
Enclosed is the following:
- Credit card
Complete the Credit Card Payment Slip on page 7
- Cheque
Allow an extra 10 working days for personal cheques
- Money order
Make cheque or money order payable to the Registrar of Births, Deaths & Marriages

- In person**
The Registry accepts cash, credit cards, EFTPOS, money orders, bank and personal cheques.
Allow an extra 10 working days for personal cheques

37. Mail the certificate(s) to:

- My residential address, as per question 8
- Postal address - provide details below

a. Name

b. Street number and name

c. Suburb/Town

d. State

e. Postcode

Checklist

- I am 18 years of age or older.
- I have disclosed all current & previous names I have used.
- I have supplied all 3 identity documents in Part 4. If I don't have photo identification from List 1 I have supplied two passport photos which have been signed by a guarantor.
- I have signed the declaration in Part 5.
- I have provided copies of all previous change of name certificates.
- I have provided a copy of my marriage certificate/s.

If I was born overseas:

- I have provided my birth certificate.
- I have provided my passport.
- If I am an Australian Citizen I have provided my Citizenship Certificate.
- If I am a permanent resident I have provided proof of my residency status.
- I currently live in WA and have provided at least two (2) residency documents showing evidence that I have been living here for at least 12 months.

If applying by mail:

- I have had photocopies of my identity documents certified by a qualified witness.
- I have included payment or completed the Credit Card Payment Slip.

Lodgement

Submit your form, payment, proof of identity and other supporting documents:

Mail: Registry of Births, Deaths and Marriages
PO Box 7720, Cloisters Square
PERTH WA 6850

In person: Level 10, 141 St Georges Terrace, PERTH

Office hours: 8.30am to 4.30pm, Monday to Friday

Enquiries: 1300 305 021

Website: www.bdm.dotag.wa.gov.au

Faxed or emailed application forms will not be accepted.

Credit card payment *(mail applications only)*

Only complete this section **once** if part of a family application

Total \$.

Family applications:

- Fill out payment details on **one** application form only.
- Enter the change of name registration fee of \$170 plus the total of any WA birth certificates ordered.

Applicant's surname

Card type

MasterCard

Visa

Card number

Expiry date

 /

Name on card *(please print)*

Signature of cardholder

Privacy and disclosure of information

The collection of information on this form is authorised by the Births, Deaths & Marriages Registration Act 1998.

Information shown on a Western Australian birth or name change certificate will be based on the information you provide.

Access to birth and change of name certificates is only approved in accordance with the Registry's Certificate Access and Identification policies.

Registry legislation also allows the Registrar to release information about a person to approved agencies for statistical purposes, medical research, community planning, law enforcement and other uses provided for by law.

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

Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

General information regarding the Registry's Certificate Access and Identification policies, including the Department's policy framework about information sharing, is available from the Registry's website www.bdm.dotag.wa.gov.au

OFFICE USE ONLY

MO

CASH

CHEQUE

No ENCL

Amount \$.

S/R No. _____

OFFICE USE ONLY

Documents that may be accepted to provide WA residency (living continuously in WA for 12 months):

- Current WA driver's licence - if photocopy is provided, must include both sides;
- Electricity or gas accounts;
- WA Local Government Council/Shire or Water Rates for the 12 months immediately preceding the date of your application;
- Copies of telephone accounts;
- Bank statements actually showing transactions conducted within Western Australia for the 12 months immediately preceding the date of your application;
- Recent official correspondence from a WA State Government or Local Government agency (not this office) not less than three months old but within twelve months showing your Western Australian residential address;
- Confirmation, on letterhead, from Centrelink of your past 12 months residential addresses as recorded by them;
- Current WA issued Working With Children Check card;
- Centrelink Card showing the applicant's name and WA address issued minimum 12 months ago;
- Official letter of confirmation from your employer confirming your employment history for the last 12 months including 12 months of pay slips showing the applicant's name and pay period dates;
- Rent/Tenancy agreement for a WA property covering the last 12 months signed by the applicant and the owner;
- School reports for children of the applicant showing the attendance records of the applicant for last 12 months;
- Medical records for the applicant or their children within the last 12 months issued by a WA based medical centre or health care nurse;
- A birth certificate of one of the family (child) born in WA any time within the past 12 months where the applicant is listed as a member of the family and the same address is shown;
- A marriage certificate for a marriage involving the applicant that took place in WA within the past 12 months and the same address is shown;
- Proof of the lodgement of the Permanent Resident Status Visa application showing WA address lodged 12 months but not more than 24 months ago in conjunction with the applicant's current passport;
- Evidence of the applicants interaction with a WA based law enforcement agency or court within the past 12 months (ie Fines enforcement agency/WA Police/Courts).