



Application to Register a Change of Name

Births, Deaths and Marriages Registration Act 1996 & Regulations 2008

1. Are you eligible to apply to have your name changed in Victoria?

Please tick the circumstances that apply to you. You are eligible to apply to change your name under the Births, Deaths and Marriages Registration Act 1996 because:

- Your birth is registered in Victoria. You have lived in Victoria for at least the last 3 months.

If you were born outside of Victoria you must provide evidence. Please tick items you are providing evidence of and attach copies to your application:

- Your place of birth; and
 Your legal entitlement to be in Australia. This can be established by Australian Birth Certificate, Citizenship Certificate or Australian Visa permitting you to "remain in Australia indefinitely"; and
 Proof of residency in Victoria for at least the last 3 months.

Note: Less than 3 months residency will only be considered in exceptional circumstances. Please contact the Registry.

(Please read the information below then go to Question 2. over the page)

Information about changing names

Instructions for completing this form

- Please use blue or black ink and BLOCK letters.
- All corrections must be initialled
- Do not use white out.

Are there any restrictions on what I can change my name to?

Yes. The Registrar can refuse a name that is obscene or offensive, is too long, consists of or includes symbols without phonetic significance, resembles an official title or rank recognised in Australia or is contrary to the public interest.

If your application to change a name is refused because it is a prohibited name and you were born or live in another state or territory, the Registry will notify the Registrar of that jurisdiction of the refusal and the reason for the refusal.

Can my change of name be refused?

Yes. The Registrar of Births, Deaths and Marriages is authorised under the Act to refuse your application if it is revealed you may be seeking the change of name for a fraudulent or other improper purpose.

Do I have to apply for a change of name if I get married?

Generally no. Your Registry issued marriage certificate is usually sufficient evidence to have personal documentation changed to your married surname. However, some organisations may require you to register a change of name, where you have married overseas.

False information

It is an offence under section 53 of the Births, Deaths and Marriages Registration Act 1996 for a person to knowingly make a false or misleading representation in an application or document under that Act. Penalties apply.

Privacy

Details of this change of name are private and access to change of name particulars is subject to rules outlined in the Registry's Policy on Access to Records. Copies of the Registry's Access to Records and Privacy Policies are available at www.bdm.vic.gov.au or on request.

The Registry is collecting this information so that it can determine your eligibility to register the requested change of name. If all of the information requested is not completed then the requested change of name may not be registered.

Access to a copy of this application form may be obtained by the applicant from the Registry, or under the provisions of the Freedom of Information Act 1983. However, it should be noted that this application form will be destroyed after the period set out in the Registry's disposal schedule.

Fees

The fees listed in this form are subject to change. Before sending the form, you should confirm the current fee by checking the website www.bdm.vic.gov.au or phoning the Registry on 1300 369 367. At the time of printing this form, the total fee to change a name is \$89.10. This comprises of the Application fee of \$61.90 and the Certificate fee of \$27.20.

Priority fee - \$75.00 (GST inclusive). This fee ensures that if the application is approved, a Change of Name Certificate will be issued within 5 working days.

Express Post - \$4.80

When lodging your application you must pay the total of \$89.10, or \$164.10 if using the priority service.

Unsuccessful Applications

Your application may be unsuccessful if your application is incomplete and you fail to provide all of the information requested within 60 days of request.

If your application is unsuccessful you will be refunded the Certificate fee of \$27.20 but not the Application fee of \$61.90.

Identification requirements for all applicants

For an adult who is applying to change their name you must provide 1 type of identification from each of the 4 categories listed below. For each **parent/guardian** you must provide 1 type of identification from each of the 4 categories listed below. **For a child** you must provide 1 type of identification from Category 1.

2. In the following table, tick which identification documents you are providing for the adult or child whose name is being changed. Are you providing proof of identification documents not in English?

No Then please tick appropriate boxes on the following table and attach the documents to your application.

Yes Then all documents not in English must be accompanied by a certified translation, now tick appropriate boxes on the following table and attach the documents to your application.

Your application will not proceed without these attachments

		3	3	3
		For adult 1	For adult 2	For child
Category 1 – Evidence of right to be in Australia				
Australian Birth Certificate	If birth or change of name certificate was issued by the Victorian Registry, please attach original. If born interstate please attach certified copy.			
Citizenship Certificate	Australian Citizenship Certificate.			
Australia Visa in Overseas Passport	Australia Visa attached to the passport permitting holder to “remain in Australia indefinitely”.			
Category 2 – Link between identity and person (photo and signature)		For adult 1	For adult 2	12yrs or over
Current Australian Passport	Current Australian passport in applicant’s name. Lapsed passports cannot be accepted.			
Certificate of Identity	Certificate of identity issued by Department of Foreign Affairs or DIMIA for one time use by Australians travelling overseas.			
Firearm or shooter’s licence	Current firearm or shooter’s licence.			
Overseas passport	Current Visa for entry into Australia and permitted to remain as resident.			
Australian Driver Licence	Current driver licence, learner permit or provisional licence showing same name and address as application.			
Category 3 – Evidence of operating in the community		For adult 1	For adult 2	For child
Overseas birth certificate	Must be accompanied by certified translation if not written in English.			N/A
Name change	Change of Name Certificate or Deed Poll only in cases other than change of name by marriage.			N/A
Australian Marriage certificate	Original Australian marriage certificate (full) issued by a Registry of Births, Deaths and Marriages. Not church or celebrant issued.			N/A
Australian divorce papers	Original Australian divorce papers.			N/A
Bank account details	Current passbook/credit card/ATM or cheque account at financial institution in applicant’s name.			N/A
Tax File Statement	A document issued by the Australian Taxation Office showing the applicant’s name and Tax File Number.			N/A
Student ID card	Current Student ID card issued in applicant’s name.			N/A
Security Guard/Crowd Control Licence	Current Australian Security Guard or Crowd Control Licence.			N/A
Tertiary ID Card	Current Australian Tertiary Education Institution ID Card.			N/A
DVA Card	Current Australian Department of Veteran’s Affairs Card.			N/A
Medicare Card	Medicare Card showing applicant’s name.			N/A
Working with Children Check Card	Current Working with Children Check Card.			N/A
Category 4 – Evidence of residential address		For adult 1	For adult 2	For child
Bank statements	Last 3 months statements for current passbook/credit card/ATM or cheque account at financial institution in applicant’s name and address.			N/A
Rates notice	Last 3 rates notices in applicant’s name and showing address, and proof of payment.			N/A
Lease or tenancy agreement	Formal lease or tenancy agreement in applicant’s name and showing current address.			N/A
Utility account	Last 3 months utility accounts eg gas, water, electricity or phone (not mobile phones) in applicant’s name and showing address and proof of payment.			N/A

Note: You must provide photocopies of the correct identification documents for your application to proceed. These photocopies (front and back where the back has information or signatures) must be signed and dated by a **sworn member of POLICE or a staff member at Births, Deaths and Marriages**. The police officer should also write or stamp their name, rank and police station address on the copy. (Note: Only if you live in Western Australia, Northern Territory, Queensland or overseas, the copies can also be certified by a Justice of the Peace, Notary Public or Commissioner for Oaths).

If you are over 12 years old and **unable** to supply a current photo ID go to question 3.

If you are over 12 years old and **able** to supply a current photo ID go to question 4.

Your application will not proceed without these attachments

3. If you are over 12 years old and unable to supply current photo ID such as those detailed at question 2, you must provide one passport sized photograph of the person changing their name and have the photograph certified by an authorised Guarantor.

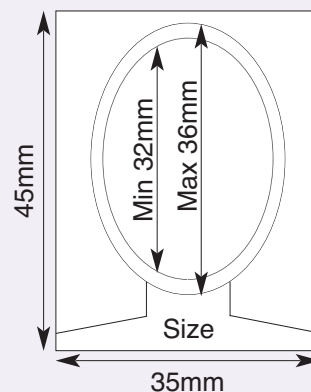
This section sets out the type of photograph needed and the requirements of the Guarantor.

You must provide one recent colour photograph of the person changing their name.

The photograph must:

- be placed in an envelope and attached to the form
- be clear, and of the appropriate size
- be signed on the back by a Guarantor saying it is a true photo of the person
- be no more than six months old
- be between 35mm and 40mm in width and between 45mm and 50mm in height
- be of good quality colour and on high quality paper, with no ink or marks on the image
- have appropriate brightness and contrast and show your skin tones naturally
- be in clear and sharp focus
- be of the head and top of shoulders
- show shoulders and face square on and looking straight at the camera, and head not tilted or not portrait style with person looking over one shoulder
- be taken with a neutral expression (not laughing or frowning) with mouth closed
- be close up so that the head takes up most of the photograph (70-80% - see diagram)
- have a plain light coloured background
- be taken with uniform lighting (no shadows across the face)
- show eyes open and clearly visible (no hair in eyes)
- show eyes clearly through glasses if worn, with no flash reflection off the glasses and not tinted glasses
- show the person without any hat or other head covering (if a head covering is worn for religious reasons, we will accept a photograph of the person wearing it, but their facial features from bottom of chin to top of forehead and both edges of their face must be clearly shown).

**Size: Front of photo
DO NOT ATTACH**



On the back of photo the Guarantor must endorse photo

This is a true photo of

(full name of subject)

(signature of subject)

(signature of Guarantor)

Declaration and signature of Guarantor

The Guarantor must:

- not be related by birth or marriage to the person changing their name
- not be a domestic partner or in a domestic relationship with that person or if the person changing their name is a child, not be in a relationship with a parent of the child
- not live with the person at the same address
- have known the person for at least 12 months
- be 18 years of age or over
- endorse the back of the photograph by writing 'this is a true photo of' (the person's full name) and signing their own name (refer to the sample in photo diagram above)

Surname of Guarantor

Given names

Residential address (PO Boxes cannot be accepted)

Postcode

Date of birth (dd/mm/yyyy)

 / /

Sex

Male Female

Length of time you have known the person changing their name

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

Signature of Guarantor

Date signed (dd/mm/yyyy)

 / /

Daytime telephone number

 ()

Note: Your application may be refused if:

- you have financial defaults listed against you
- you fail to disclose information about name/s used by you to secure credit
- the name is considered against the public interest.

4. What name do you/your child want to change from?

Surname

Given name(s)

5. What name do you/your child want to change to?

Surname

Given name(s)

6. What name was recorded at birth?

Surname

Given name(s)

7. Date of birth (dd/mm/yyyy)

Sex

Male Female

8. Place of birth

Suburb

Town/City

State

Country if born outside Australia

9. Name of parents

Mother's surname

Maiden name (surname at birth)

Mother's given names

Father's surname

Father's given names

10. What is your current occupation?

11. Do you have any financial defaults against you?

Yes Go to question 12.

No Go to question 13.

12. Can you provide evidence that you are not changing your name to avoid payment of defaults?

Yes Please attach evidence to your application.

No Do not send in an application as this will not be able to proceed.

Note: Provide evidence that you are not changing your name to avoid payment of defaults such as a letter from the creditor advising that they are aware of the application referring to the name by which you intend to be known. If you have been declared bankrupt you will need to obtain permission from your Trustee in Bankruptcy before the Registry can register the change.

13. What is the reason for changing your name?

You must give a brief sentence/paragraph explanation of the reason. You cannot write unclear one word explanations like 'personal' or 'professional'. If you do, your application cannot be processed.

Note: Your reason is taken into account when considering your application. You may be requested to provide documentation to substantiate your reason. For example; if the reason is that you married overseas and are applying for a passport in the married name, a certified copy of the marriage certificate is required.

14. Have you/your child changed your name, had or used any other names?

No Go to question 16.

Yes List below all previous names that have been used by this person. Failure to list all previous names may result in your application being refused. Please attach a separate page if there are more than 5 previous names.

Surname	Given names	Date changed	Where changed (Aust. State or overseas country)	How
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

15. Was a Birth Certificate or Change of Name Certificate for prior names issued by the State of Victoria?

Yes Attach these documents to your application. If you do not have these documents then you will need to complete a Statutory Declaration and attach it to your application.

No Go to question 16.

16. Is the person whose name is being changed an adult or a child?

Adult Go to question 17. Child Go to question 18. over the page.

For the purposes of this application, a child is a person under 18 years of age who has not been married. A person who is under 18 years of age but is or has been married is regarded as an adult.

17. Applicant's declaration and signature

I declare that:

- I wish to be known by the new name stated in question 5. of this form.
- If this application is approved I will cease to use my previous name(s) to identify myself in any capacity.
- The statements made in this application are true and correct.

I understand that:

- It is an offence under section 53 of the Births, Deaths and Marriages Registration Act 1996 for a person to knowingly make a false or misleading representation in an application or document under that Act.
- This application will remain the property of the State of Victoria and that some or all of the information provided on this form may be disclosed and/or verified with Commonwealth agencies responsible for immigration, passports and citizenship, with State Registrars responsible for births and electoral registration, with driver licensing authorities, credit authorities and law enforcement agencies.

Signature of applicant

Note: You must wait to sign this declaration in front of the witness.

I certify that I have read and understood the applicant's declaration above.

X

Date signed (dd/mm/yyyy)

/ /

Residential address (PO boxes cannot be accepted)

Postcode

Postal Address (if different to above)

Postcode

Daytime telephone number

Email address

Certification by qualified witness

The only person who can witness your signature is:

- a sworn member of police; or
- a member of staff at the Victorian Registry of Births, Deaths and Marriages.

I certify that this document was signed before me.

Signature of witness

X

Date signed (dd/mm/yyyy)

/ /

Printed full name, rank and address of witness

18. Is this child 12 years of age or older?

No Go to question 21.

Yes Go to question 19.

19. Unless there are exceptional circumstances, if your child is 12 years of age or over, they must consent to the change of their name.

Are there exceptional circumstances why your child cannot give consent?

No Go to question 20.

Yes Specify the reason here.

Now go to question 21.

20. Consent by child 12 years or over

Note: You must wait to sign this declaration in front of the witness

I consent to my name being changed to the name listed in question 5. of this form.

X

Date signed (dd/mm/yyyy)

/ /

Residential address (PO boxes cannot be accepted)

Postcode

Certification by qualified witness

The mother, father or legal guardian cannot witness this consent by the child. Any other adult person can be witness.

I certify that this document was signed before me.

Signature of witness

X

Printed name of witness

Date signed (dd/mm/yyyy)

/ /

Residential address (PO boxes cannot be accepted)

Postcode

Daytime telephone number

()

When this section has been completed and witnessed, go to question 21.

21. Both parents or all guardians of this child must sign this application form to say they agree with the child's change of name. The only exceptions to this rule are:

- The parent making this application is the sole parent named on the child's birth certificate; or
- There is no other surviving parent/guardian of the child (a death certificate is required); or
- An Australian Court (Magistrates or Family) has ordered the change of name.

Do any of the exceptions listed above apply to you?

No Then both parents/all guardians must sign this application form. Go to question 22.

Yes Which exception applies to you?

Sole parent – go to question 22.

Parent/guardian deceased

Surname of deceased parent/guardian

Given names

Date of death (dd/mm/yyyy)

/ /

Place of death

Suburb/Town	State
Country (if died outside Australia)	

Death registration number

You must attach a copy of the death certificate for this person to this application form.
Go to question 22.

Court order

Name of Court

Court order number

Date of court order (dd/mm/yyyy)

/ /

You must attach a copy of any court orders to this application form.
Go to question 22.

22. Parents/Guardians declaration and signatures

I declare that:

- I am the mother, father or guardian of the child listed in this form and hereby apply to change the name of the child to the name listed in question 5. of this form.
- There has been no subsequent court order issued and/or there is no continuing court action occurring in relation to the name of the child.
- The statements made in this application are true and correct.

I understand that:

- It is an offence under section 53 of the Births, Deaths and Marriages Registration Act 1996 for a person to knowingly make a false or misleading representation in an application or document under that Act.
- This application will remain the property of the State of Victoria and that some or all of the information provided on this form may be disclosed to and/or verified with Commonwealth agencies responsible for immigration, passports and citizenship, and State Registrars responsible for births.

Declaration and signature of mother/guardian

Note: You must wait to sign this declaration in front of the witness.

I certify that I have read and understood the parents/guardians declaration above and agree to the name being registered as:

Print New Name of Child

Signature of mother/guardian

Print Name

Date signed (dd/mm/yyyy)

Residential address (PO boxes cannot be accepted)

Postcode

Daytime telephone number

Certification by qualified witness

The only person who can witness your signature is:

- a sworn member of police; or
- a member of staff at the Victorian Registry of Births, Deaths and Marriages.

I certify that this document was signed before me.

Signature of witness

Date signed (dd/mm/yyyy)

Print full name, rank and address of witness

Declaration and signature of father/guardian

Note: You must wait to sign this declaration in front of the witness.

I certify that I have read and understood the parents/guardians declaration above and agree to the name being registered as:

Print New Name of Child

Signature of father/guardian

Print Name

Date signed (dd/mm/yyyy)

Residential address (PO boxes cannot be accepted)

Postcode

Daytime telephone number

Certification by qualified witness

The only person who can witness your signature is:

- a sworn member of police; or
- a member of staff at the Victorian Registry of Births, Deaths and Marriages.

I certify that this document was signed before me.

Signature of witness

Date signed (dd/mm/yyyy)

Print full name, rank and address of witness

- 23. Getting your certificate(s).** When ready, your certificate will be posted to you. Where do you want the certificate to be sent?

Name

Postal address

Postcode

24. Paying for your application

You can pay by money order, credit card or cash if paying in person. Personal cheques are not accepted. Money orders are to be made payable to Registry of Births, Deaths and Marriages.

At the time of printing this form, the total fee to change a name is \$89.10. This comprises of the Application fee of \$61.90 and the Certificate fee of \$27.20.

Priority fee - \$75.00 (GST inclusive). This fee ensures that if the application is approved, a Change of Name Certificate will be issued within 5 working days.

Express Post - \$4.80

When lodging your application you must pay the total of \$89.10, or \$164.10 if using the priority service. If your application is unsuccessful you will be refunded the Certificate fee of \$27.20.

What is the total amount you are paying?

How do you wish to pay?

Money order *Personal cheques are not accepted*

Cash (only if paying in person at the Registry)

Credit Card

Bankcard Visa MasterCard Amex

Card number

Expiry date

 /

Name on card

Signature of cardholder

For help or enquiries phone
1300 369 367
 or visit
www.bdm.vic.gov.au

For your application to be successful you must make sure:

- You are eligible to apply because your birth is registered in Victoria or you have lived in Victoria in the last 3 months or if you were born outside of Victoria you have provided evidence as requested in question 1.
- If applying in person you have your original identification documents. Staff at our counter area will be able to certify they are original documents as requested in question 2.
- If applying by post you have attached current photocopies (not originals) of all identification documents that you have specified in question 2. **These photocopies must be signed and dated by a sworn member of police.** The police officer should also write or stamp their name, rank and police station address on the copy. If you do not have the copies certified, we are unable to process your application and it will be returned to you. (Note: Only if you live in Western Australia, Northern Territory, Queensland or overseas, the copies can also be certified by a Justice of the Peace, Notary Public or Commissioner for Oaths).
- If you have any financial defaults you have provided evidence as requested in question 12.
- If you are the person changing their name and you are unable to provide photo identification then you must have attached a certified passport size photograph, that has been completed and signed by the Guarantor as requested in question 3.
- If the person changing their name is a child and both parents/guardians have not signed that you have attached a certified copy of the death certificate for any deceased parent/guardian or a certified copy of any court order as requested in question 21.
- All signatures in this form have been witnessed by an appropriate person as requested in question 17, 20 and 22.
- You have attached payment for your Application and Certificate as requested in question 24.
- You have returned any original copies of Birth/Change of Name Certificate issued by the Victorian Registry of Births, Deaths and Marriages with your application as requested in question 2. and 15.

How to lodge this application

Post the form and payment to:

Registry of Births, Deaths and Marriages

GPO Box 4332

Melbourne Vic 3001 **or**

Bring the form to the Registry at ground floor, 595 Collins Street, Melbourne. Opening hours are 8.30am to 4.30pm Monday to Friday (closed public holidays).