

Application to register a name change (adult 18+ years)

Eligibility

To apply to change your name in Victoria:

- you must be 18 years of age or older
- you must be born in Victoria
- if not born in Victoria, you must prove you have been a resident in Victoria for the past year (12 months).

To apply to change your child's name, use the form 'Application to register a name change (child under 18 years).' This form is available at www.bdm.vic.gov.au or at the Registry.

Unsuccessful applications

Your application may be unsuccessful if:

- you fail to disclose information about the current and previous name/s you have used, especially those used to secure credit
- you have not updated your identity documents from a previous name change
- you are not able to establish your identity
- your new name is sought for fraudulent or improper purposes
- you have financial defaults listed against you
- your new name is considered to be offensive, too long, includes numbers or symbols without phonetic significance, resembles an official title or rank recognised in Australia, or is considered to be against the public interest
- you do not return all original birth certificates or change of name certificates previously issued to you by the Victorian Registry of Births, Deaths and Marriages
- your application is incomplete. Ensure you provide the reason for the name change, your identity documents and details of any outstanding financial defaults or criminal offences
- you do not provide requested information within 28 days of request
- the Registrar is not satisfied with the information supplied.

Fees and certificates

A fee of \$91.10 must be paid when submitting this form.

The fee includes:

- an application fee of \$63.30 (non-refundable)
- a standard certificate fee of \$27.80.

If your application is successful, you will receive a standard birth certificate which shows the name change, or a change of name certificate (if you were not born in Victoria).

The certificate will be issued in approximately 20 working days, provided your application is complete and you have submitted the required supporting documents. The certificate may be used as proof of your name change for legal and other official purposes.

Priority service fee

An optional priority service is available for a fee of \$75.00.

- If your application is complete and approved, your certificate will be issued within five working days, instead of the standard 20 working days.
- Please note, if your application is incomplete or not approved, the priority fee will not be refunded.

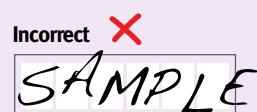
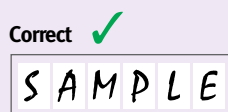
Privacy and disclosure of information

The information requested on this form is collected under the provisions of the *Births, Deaths and Marriages Registration Act 1996* and forms the basis of your name change. Information shown on a birth or name change certificate will be based on the information you provide.

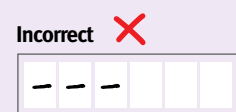
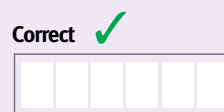
The Registrar may only release information about a person for legal and law enforcement purposes, in accordance with the provisions of the Act. Further information about privacy, disclosure of data, the Registry's Access Policy and how to correct a record is available at www.bdm.vic.gov.au

Instructions

- Write clearly and use blue or black ink and BLOCK letters
- Press firmly when writing
- Do not use correction fluid or tape
- Keep each number, letter or X within the boxes, for example:



- If you need to make an alteration, cross out the mistake and initial the change
- Leave answer boxes blank where you have no response or data to enter, for example:



Recognising significant life events

- 1. I was married in Australia and now use my spouse's surname. Do I need to change my name to prove I have a new surname?**

No. You need a standard marriage certificate issued by the Registry of Births Deaths and Marriages in the state or territory where you were married.

Please note, the certificate issued on your wedding day is not a commonly accepted identification document.
- 2. I was married overseas and now use my spouse's surname. Do I need to change my name to prove this?**

In most cases, yes. It is best to check with the organisation requesting your identity documents (e.g. Australian Passports, VicRoads etc.) before you apply to change your name or order a certificate.
- 3. I was born overseas and don't have an Australian passport. What documents can I use as proof of my place of birth?**

You can use one of the following documents:

 - current overseas passport (or expired within the last five years)
 - overseas birth certificate (if not in English, you must provide a translation by an accredited translator)
 - travel document
 - Certificate of Evidence of Residence Status (CERS).

Please refer to PART FIVE - Proof of Identity.

Other contacts for assistance:

 - Department of Immigration and Citizenship (DIAC) - call 131 880
 - Australian Passports - call 131 232.
- 4. I was born in Australia but not in Victoria, what can I use as proof of my place of birth?**

You can use the birth certificate issued by the registry in the state or territory you were born in.
- 5. I was born outside Victoria, but currently live in Victoria. Can I still apply to change my name?**

Yes. However, to change your name you must provide proof that you have been living in Victoria for the past year. Please refer to PART FOUR - Proof of Identity.
- 6. What type of certificate will I receive if my application is approved?**

If you were born in Victoria, you will be issued with an updated standard birth certificate showing the name change, record of your birth name and any previous names. If you were not born in Victoria, you will be issued with a name change certificate.
- 7. Will any reference be made to my former names on certificates?**

All legal name changes since 31 October 1986 are recorded on the birth register and may appear on any standard birth certificate or name change certificate issued after your name change.
- 8. What is a Deed Poll certificate?**

A Deed Poll certificate was used up to 31 October 1986 to undertake a name change. If you have changed your name by Deed Poll in Victoria, you can apply for a certificate from the Registry. Some organisations do not accept Deed Poll certificates and may require you to register a name change.
- 9. If my application is unsuccessful will I get a refund?**

You will be refunded the certificate fee, but not the application fee or priority fee (if applicable).
- 10. Where can I obtain a copy of my credit history report?**

Some of the companies you can obtain your credit history report from include:

 - Veda Advantage – call 1300 762 207
 - Dun and Bradstreet – call (03) 9828 3333.
- 11. What do I do after I have changed my name?**

You must update all official documents and records to show your new name. This includes your driver licence, passport, bank account, electoral roll details, records with your superannuation and insurance providers and local council.

It is best to check with the authority requesting your identity documents before you apply to register a name change.

1. Title Mr Mrs Miss Ms Other

2. Current name

a) Surname (family name)

b) Given name(s)

3. Name at birth (if different from above)

a) Surname (family name)

b) Given name(s)

4. Date of birth

5. Sex

Male

Female

6. Place of birth

a) Suburb/Town

b) State (or country if born outside Australia)

7. Current residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

8. Daytime telephone number

9. Email address

10. Parents' details

a) Mother's current surname

b) Mother's maiden name (surname at birth)

c) Mother's given name(s)

d) Father/Parent's surname (family name)

e) Father/Parent's given name(s)

PART TWO - Proposed new name

Note. The Registrar may refuse to register your name change if the name is considered offensive, too long, includes numbers or symbols without phonetic significance, resembles an official title or rank recognised in Australia, or is considered to be against the public interest.

11. What do you want to change your name to?

a) Surname (family name)

b) Given name(s)

PART THREE - Supporting information

12. Do you have any financial defaults?

 No Yes - you must attach a copy of your credit history report under your current name and any names you have previously used. For more information see question 10 at 'Frequently Asked Questions' on page 2.

13. Have you ever been declared bankrupt?

 No Yes - you must provide a letter which acknowledges your bankruptcy from the Insolvency and Trustee Service Australia (ITSA) or from your Trustee in Bankruptcy.

14. Have you ever been arrested or charged with a fraud-related offence (obtaining benefit by deception) as an adult?

 No Yes

15. Are you currently on bail or before a court for any offence?

 No Yes

16. Have you ever been convicted of any fraud-related offence?

 No Yes

17. Are you a registered sex offender, prisoner, detainee or on parole?

 No Yes - For more information call 1300 369 367.

Note. If you answered 'Yes' to question 14, 15 or 16, you must attach a statutory declaration addressed to the Registrar explaining the circumstances. You may be required to undertake a National Police Check.

18. Why are you changing your name?

Note. You need to provide a valid reason in order for your name change application to be considered. Write a brief statement explaining the reason for changing your name. One word explanations such as 'personal', 'professional', 'passport' or 'driver licence' are not sufficient and may result in your application being unsuccessful. Please supply any relevant documents to support your application (eg. your marriage certificate if you were married overseas).

Reason

19. Have you previously changed your name (in Australia or overseas) or used any other name(s) in the past?

- No Yes - you must provide
- details below of each name used
 - a copy of your credit history report under your current name and any names you have previously used
 - all previous change of name certificates.

For more information see 'Frequently Asked Questions' on page 2.

Note. Failure to list all previous names may result in your application being unsuccessful. If there are more names than space allows please attach a separate sheet with the required details.

Previous names

Surname (family name)	Given name(s)	Date changed
1.		DD/MM/YYYY
2.		DD/MM/YYYY
3.		DD/MM/YYYY

Where changed (Australian state or overseas country)	How changed (e.g. name change, Deed Poll)
1. cont'd	
2. cont'd	
3. cont'd	

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

- Yes No - Please specify why not

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21. Were you born outside Victoria?

- No - Go to Q.22.
- Yes - You must provide four identity documents in your current name, one from each list below.

Identity documents

LIST 1 Your right to reside in Victoria

- Birth certificate issued in Australia
- Australian citizenship certificate
- Australian visa in overseas passport which authorises residency for 12 months or more

LIST 2 Your place of birth/photo and signature

- Australian passport
- Current overseas passport (or expired within the last five years)
- Overseas birth certificate
- Australian driver licence or learner permit
- Australian firearm licence
- Certificate of Identity (issued by the federal government for one-time use by Australians travelling overseas)
- Department of Immigration and Citizenship (DIAC) official statement or Certificate of Evidence of Resident Status (CERS) which confirms your place of birth
- Travel document

If you cannot provide current photo identification from List 2, see 'Photo and signature' section on page 6

LIST 3 Your operation in the community

- Change of name certificate issued in Australia
- Marriage certificate (issued by an Australian state or territory registry office, not a church or celebrant)
- Australian divorce papers
- Credit card or ATM card
- Student or tertiary identity card
- Australian security guard or crowd control licence
- Department of Veterans' Affairs card
- Medicare card
- Working with Children Check card
- Deed Poll certificate

LIST 4 Proof of Victorian residency and current residential address

You must provide documents from the below list that prove you have lived in Victoria for the last 12 months.

- Lease or tenancy agreements
- Bank statements (including savings, credit, passbook or cheque accounts - must show Victorian transactions.)
- Rates notices
- Utility accounts (including gas, water, electricity, mobile or home phone)

Continue to 'Certify your documents' section on page 5

22. You were born in Victoria (continue below).

You must provide four identity documents in your current name, one from each list below.

Identity documents

LIST 1 Proof you were born in Victoria

- Victorian birth certificate

You must return all original Victorian birth certificates to the Registry. A name change cannot take place until all original certificates are returned. If this application is approved, you will receive an updated birth certificate.

LIST 2 Your photo and signature

- Australian passport
 Australian driver licence or learner permit
 Australian firearm licence
 Certificate of Identity (issued by the federal government for one-time use by Australians travelling overseas)

If you cannot provide current photo identification from List 2, see 'Photo and signature' section on page 6

LIST 3 Your operation in the community

- Change of name certificate issued in Australia
 Marriage certificate (issued by an Australian state or territory registry office, not a church or celebrant)
 Australian divorce papers
 Credit card or ATM card
 Student or tertiary identity card
 Australian security guard or crowd control licence
 Department of Veterans' Affairs card
 Medicare card
 Working with Children Check card
 Deed Poll certificate

LIST 4 Your current residential address

- Lease or tenancy agreement(s)
 Bank statement (including savings, credit, passbook or cheque accounts)
 Rates notice
 Utility account (including gas, water, electricity, mobile or home phone)

Certify your documents

Applying by mail?

You must mail us police-certified photocopies of each identity document.

Applying in person?

You must bring in your original identity documents or police-certified photocopies.

How to certify your identity documents

1. Make a photocopy of each identity document.
2. Take your photocopies and the original documents to a police station and ask a sworn member of police to certify them.
3. Mail us your certified identity documents along with this completed form.

Living in regional Victoria?

You may also certify photocopies of your identity documents at selected Justice Service Centres (JSCs). To find your nearest JSC, visit www.bdm.vic.gov.au/jsc

Applying from Queensland, Western Australia, the Northern Territory or overseas?

If you are applying from Queensland, Western Australia, Northern Territory or overseas, any Justice of the Peace, Notary Public, Commissioner for Oaths or Australian Consulate Official can certify photocopies of your identity documents.

All applicants please note:

- Do not send original identity documents by mail (except when returning your original Victorian birth and/or change of name certificates).
- All documents must be current (except overseas passports) and show current residential address, where applicable.
- If your lease or tenancy agreement is more than 12 months old you must provide a letter from your real estate agent which confirms you are a tenant at the same address.
- If you supply printed online bank or utility statements they must be stamped and approved by the bank or utility company. The statements must show your name and residential address.
- If your identity documents are not in English, you must attach a translation by an accredited translator.
- Failure to correctly submit your proof of identity documents will delay your application.
- If applying by mail, the Registry recommends you send your documents via Registered Post.

If you are unable to meet these requirements, please contact the Registry via www.bdm.vic.gov.au or on 1300 369 367

Photo and signature

23. Have you supplied an identity document from Q.21, List 2 or Q.22, List 2.?

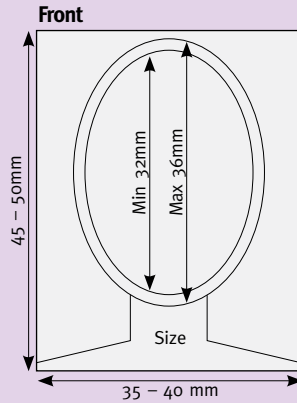
- Yes - Go to Q.34.
- No - You must supply a certified photograph and signature.

Photograph

Professional passport photos are preferred. These are available from most Australia Post outlets, retail photo processing outlets and some chemists.

If you are supplying your own photo, it must:

- be no more than six months old
- show only head and top of shoulders
- be clear, in focus, of good quality colour, brightness and contrast
- 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 photo 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

You must have a Guarantor endorse your photo.

The Guarantor must:

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

The Guarantor must:

- endorse the back of the photo by writing 'This is a true photo of (the applicant's full name)' and signing their own name (see illustration at right)
- complete and sign the declaration at Q.33.

Back

This is a true photo of

_____ (applicant's full name)

_____ (applicant's signature)

_____ (Guarantor's signature)

Guarantor's details

24. Title Mr Mrs Miss Ms Other

25. Surname (family name)

26. Given name(s)

27. Residential address

Note. PO Boxes cannot be accepted

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

28. Date of birth

29. Sex

 Male

 Female

30. Daytime telephone number

31. How do you know the applicant?

(eg. doctor, lawyer, friend)

32. How long have you known the applicant?

 years

 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 Victorian 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

PART FIVE - Declaration

34. Declaration

I declare that:

- information I have provided in this application is true and correct;
- I reside or was born in Victoria; and
- I wish to be known by the new name (legal name) stated in Part 2 of this form.

I understand that:

- this form remains the property of the State of Victoria and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1996* or the Registry's Access Policy. This includes state and federal government agencies such as Centrelink, State licensing authorities, Department of Immigration and Citizenship (DIAC), and Department of Foreign Affairs and Trade (DFAT);
- it is an offence under section 53 of the *Births, Deaths and Marriages Registration Act 1996* to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply; and
- If I am not an Australian citizen and have lived in Australia for less than ten years, the Department of Immigration and Citizenship (DIAC) may be notified of the name change;
- the Registry may make enquiries to verify the information I have provided.

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

Note

- You must sign the declaration in the presence of a qualified witness
- A witness must be a Registry staff member or a person qualified under the *Evidence Act 1958* (e.g. Justice of the Peace, a sworn member of police or pharmacist).

a) Applicant's signature

b) Witness signature

c) Date

Witness details

35. Surname (family name)

36. Given name(s)

37. Daytime telephone number

38. Qualifications of witness (e.g. a Registry staff member, Justice of the Peace or sworn member of police)

PART SIX - Payment

Fees

A fee of \$91.10 must be paid when submitting this form. The fee includes:

- an application fee of \$63.30, which is non-refundable
- a standard certificate fee of \$27.80.

Your certificate will be issued in approximately 20 working days provided this form is complete and correct, and supporting documents are submitted. The certificate may be used as proof of your name change for legal and other official purposes.

Priority service fee

An optional priority service is available for a fee of \$75.00.

- If your application is complete and approved, your certificate will be issued within five working days, instead of the standard 20 working days.
- Please note, if your application is incomplete or not approved, the priority fee will not be refunded.

Registered Post, Express Post and International Express Post

Standard Australia Post mailing times apply in addition to the above processing times. For details go to www.bdm.vic.gov.au

39. I wish to submit the following payment:

	Price*	Subtotal
Application and certificate fee	\$91.10	\$91.10
Priority service fee	\$75.00	\$.
Postage options (standard post is included)		
Registered Post (recommended)	\$4.50	\$.
OR		
Express Post	\$5.00	\$.
OR		
International Express Post	\$13.80	\$.
*All prices listed on this form are subject to change. Current fees may be confirmed at www.bdm.vic.gov.au		Total \$.

40. How do you wish to pay?

- By mail**
- Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.
 - Cash payments will only be accepted if you apply in person.
- Credit - If paying by credit card, please complete the Credit Card Payment Slip below.
- Bank cheque Money order
- In person**
- The Registry accepts cash, credit cards, EFTPOS cards, money orders and bank cheques.

Credit Card Payment (mail applications only)

Card type Visa MasterCard Amex

Total \$.

Name on card

Card number

Expiry date

Signature of cardholder

41. Please mail my certificate to:

- My residential address, as per Q.7 Other - Provide details below

a) Name

b) Street no. and name

c) Suburb/Town

d) State

e) Postcode

PART SEVEN - Lodgement

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

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 4332, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre
Ground floor, 595 Collins St, Melbourne
(8.30am – 4.00pm, Monday to Friday, except public holidays)

Checklist

- I am 18 years of age or older.
- I have disclosed all current and previous names I have used.
- I have supplied all four identity documents in Part 4. If I don't have photo identification from List 2, I have supplied a passport photo which has been signed by a guarantor.
- I have signed the declaration in Part 5 in the presence of a qualified witness.
- I have returned to the Registry all original birth or change of name certificates previously issued by the Victorian Registry of Births, Deaths and Marriages or any other Australian registry.

If I have been arrested, charged or convicted of any fraud related offence:

- I have provided a separate statutory declaration which explains the circumstances.

If I was not born in Victoria:

- I currently live in Victoria and have provided evidence that I have been living here for at least one year (12 months).

If applying by mail:

- I have had the photocopies of my identity documents certified at a Justice Service Centre or by a sworn member of police.
- I have included payment or completed the Credit Card Payment Slip.

After changing your name

Once your name has been changed you must update all official documents and records to show your new name. This includes your driver licence, passport, bank account, electoral roll details, records with your superannuation and insurance providers and local council.



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages.

CONA201102

Victorian Registry of Births, Deaths and Marriages

General enquiries 1300 369 367

(8.30am – 4.30pm, Monday to Friday, except public holidays)

Website www.bdm.vic.gov.au



Department of Justice



**Births
Deaths
Marriages**

VICTORIA

