

Change of name

for a CHILD born or adopted overseas

What the law says

You can change your child's first name(s) once with us between the ages of 1 and 18. You can change your child's family name once every 12 months (if they live here).

To change your child's name:

- your child's first name(s) must not have been changed with us before
- your child's family name must not have been changed in the past 12 months
- **both** parents on your child's birth certificate must consent to changing the name
- if your child is 12 to 17, they must also consent to changing their name
- the new name(s) must not be a prohibited name
 - obscene or offensive
 - too long or unpronounceable
 - not in public interest
 - a statement (e.g. Save Mother Earth) or political slogan
 - includes an official title or rank (e.g. Duchess, Sergeant)
 - includes symbols without phonetic significance (e.g. bracket (), at symbol @)
- your child lives in Queensland (and has for 12 months)
- you must give a detailed reason for your child's name change.

Proof of ID

If original documents are not in English, please have them translated into English by an [accredited translator](#) and provide a certified copy of the original document with the original translation.

To change your child's name with us, you need to pay the fee (if you did not pay online) and bring **original** documents (no photocopies) for us to see at your appointment:

- 3 forms of current proof of ID for **both** parents
- a copy of your child's birth or adoption (you must try to get one)—if you can't get one, provide a statutory declaration and we may be able to accept at least one of the following (not in every situation)
 - their Australian visa
 - a travel document
 - passport issued by their country of birth plus a letter from the consulate confirming your child's details.
- linking evidence if your current name(s) (including your child) are different to the names on your child's birth certificate, such as
 - marriage certificate
 - family deed poll document
 - birth certificate
 - change of name document.
- a copy of your child's Australian citizenship certificate (if applicable)
- evidence that your child has lived in Queensland for the past 12 months, such as a letter written on letterhead, that is dated and signed by either their
 - day care
 - school
 - doctor
 - employer.

The letter should state how long your child has lived in Queensland and how long the person or organisation has known your child.

Your appointment

To lodge your change of name application with us, please bring your current proof of ID and supporting documents. At your appointment we will:

- witness your signature
- check your documents
- take payment (if you did not pay online).

Application and postage fees: ***fees subject to change**

- Change of name \$205.90*—includes 1 official change of name certificate and standard postage
- Urgent application processing \$108.10*
- Additional certificate \$54.40*
- Express post \$7.45*
- Registered mail \$5.55*

We process compliant change of name applications in 7 business days. You can pay an additional fee to get your application processed urgently—within 3 working days.

Pay the fee at your appointment (if you did not pay online) by:

- credit card (Visa or MasterCard)
- EFTPOS
- business account cheque
- bank cheque
- money order

We will accept cash at the customer service centre but prefer contactless payments, such as EFTPOS or credit card.

Make cheques and money orders payable to 'Registry of Births, Deaths and Marriages'. We **do not** accept personal cheques.

Reschedule or cancel your appointment

You can tell us by making your own changes, use the 'Reschedule' or 'Cancel' buttons in the email you received to confirm your booking.

Checklist

Child's name has not changed within the last 12 months

Evidence of your child's:

- birth
- other changes to their name, if applicable
- Australian citizenship, if applicable
- living in Queensland for past 12 months

Both parents have the required **original** 3 forms of current proof of ID (see the proof of ID list)

If **both** parents are not coming to the appointment, they must sign the declaration and get another adult (anyone over 18) to date witness their signature

If your child (12 or over) is not coming to the appointment they must sign the declaration and get another adult (anyone over 18) to date and witness their signature

Parents have evidence of other changes to name(s), if applicable

***fees are subject to change**