

# Change of name

## for a CHILD born or adopted in Queensland

### What the law says

You can change your child's first name(s) once with us before their first birthday (using the change your child's first names application form) and once between the ages of 1 and 18. You can change your child's family name once every 12 months.

To change your child's name:

- your child's first name(s) must never have been changed before, or only once before their first birthday
- 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 aged 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 @)
- you must give a detailed reason for your child's name change.

### Proof of ID

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
- 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
  - deed poll document
  - birth certificate
  - change of name document.

If you are a single parent, you can apply to change your child's name if one of the following applies:

- you are the child's mother and there are no details for your child's father on the birth certificate
- you have Queensland Magistrates Court order, ordering a change of name
- one parent is deceased a death certificate is required.

### 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:

- Change of name \$205.90\*—includes 1 official birth or 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

- I/we have not changed my child's name within the last 12 months
- The name we have chosen is not a prohibited name
- I have provided a detailed reason on the application form
- I/we have completed the application form
- 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 witness their signature
- If your child (over 12) is not coming to the appointment, they must sign the declaration and get another adult (anyone over 18) to date and witness their signature
- I/we have evidence of other changes to my name(s), if applicable

### Contact details

**Building Name:** 180 Brisbane

**Street address:** Level 32, 180 Ann Street, Brisbane

**Phone:** 13 QGOV (13 74 68)

**Office hours:** 8.30am–4.30pm (Monday to Friday)

**Website:** [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)

**\*fees are subject to change**