

Change of child's first names within a year of birth application

Complete this form to record a change of your child's first name(s) before they turn 1 if they were born or adopted in Queensland.

Before submitting your application

- ☐ The child was born in Queensland and is under 1 (they have not had their first birthday).
- ☐ We/I have read the rules and are eligible to apply, visit www.qld.gov.au/changename.
- ☐ We/I have provided certified copies of all required supporting documents showing:
- ☐ proof of ID for each person applying (details on page 2)
 - ☐ previous changes of name for the child
 - ☐ previous changes of name for the person(s) applying
 - ☐ parental responsibility for the child under parenting order, relevant child protection order, or will (details in section 1).
- ☐ Another adult (18 or older) has witnessed our signatures in the declarations section.
- ☐ We/I have enclosed payment and completed the 'payment options' section below.

We/I understand the application may be refused if:

- ☐ the child's first name(s) have already been changed in Queensland.
- ☐ the first name(s) we/I have chosen is prohibited, or the application is for a fraudulent or improper purpose.
- ☐ we/I do not meet the eligibility requirements. Read more about the refund policy, visit www.qld.gov.au/RBDMrefund_policy.

Submitting your application

Your application will take longer if your documents and payment are not correct. Submit your application form either:

- by post, with payment and certified copies of proof of ID to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take your completed application form, **original** proof of ID and payment to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

Payment options *Your credit card will be charged according to current fees*

a) Who is paying the fee <i>your name or organisation</i>			
b) Child's new name on certificate <i>in full</i>			
b) I have enclosed a bank cheque or money order payable to the Registry of Births, Deaths and Marriages for <i>we do not accept personal cheques</i>			
or debit my credit card	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
Name on card			Signature of cardholder



Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane, customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none">• Justice of the Peace• Commissioner for Declarations• Barrister or Solicitor• Notary Public	<ul style="list-style-type: none">• Notary Public• Australian Embassy officer• Australian Consulate officer

You must provide **3 forms of current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

All forms of ID must either be:

- **current**—document has an expiry date, is valid, and not past the expiry date; **OR**
- **recent**—document does not have an expiry date, and was issued no more than 6 months before being submitted to us.

If you currently live overseas, you may use the local equivalent for the ID items listed.

For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

Types of ID (categories)		
Personal ID	Community ID	Home address evidence
<ul style="list-style-type: none"><input type="checkbox"/> Australian photo driver licence<input type="checkbox"/> Australian passport<input type="checkbox"/> Overseas passport<input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<ul style="list-style-type: none"><input type="checkbox"/> Medicare card<input type="checkbox"/> Concession or Healthcare card<input type="checkbox"/> Student ID<input type="checkbox"/> School or other educational report, less than twelve months old<input type="checkbox"/> Salary advice or payslip<input type="checkbox"/> Private Health Provider ID card<input type="checkbox"/> Defence Force or Police Service photo ID card<input type="checkbox"/> Australian Firearms licence<input type="checkbox"/> Document of identity issued by the Passport Office<input type="checkbox"/> Naturalisation, citizenship or immigration certificate<input type="checkbox"/> Birth certificate (does not expire)<input type="checkbox"/> Security guard or crowd control licence<input type="checkbox"/> Government employee photo ID card<input type="checkbox"/> Blue card	<p>Only provide the page with your name and current home address details. If the home address evidence provided is older than 6 months, we may still accept it.</p> <ul style="list-style-type: none"><input type="checkbox"/> Utility account (gas, electricity, telephone, etc)<input type="checkbox"/> Rent or lease agreement<input type="checkbox"/> Rates notice<input type="checkbox"/> Vehicle registration or driver licence renewal notice from the last 12 months<input type="checkbox"/> Official correspondence from Government service providers (not from us)<input type="checkbox"/> Electoral enrolment document<input type="checkbox"/> Insurance policy notice from the last 12 months

Form 3 (Version 2)

Change of child's first names within a year of birth application

Effective as of 24/06/2024
Births, Deaths and Marriages Registration Act 2023 (Section 15)

Office use only

Registration details:

Please read the guidelines and additional information attached before completing this application.
Print clearly and do not use block letters or correction fluid/tape.

1. Who is applying *Must match your proof of ID, to view who can apply visit www.qld.gov.au/changename*

First name(s)			
Family name			
Relationship to child <i>tick one</i>	<div><input type="checkbox"/> Parent</div> <div>OR</div> <div>Parental responsibility under a:</div> <div><input type="checkbox"/> parenting order—court order attached</div> <div><input type="checkbox"/> child protection order—court order attached</div> <div><input type="checkbox"/> will—will and parents' death certificates attached</div>		
Home address <i>Street, suburb, state</i>			Postcode
*Contact number <i>mobile preferred</i>			
*Email			

*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

Normally both registered parents or all persons with parental responsibility must apply together: *tick 1 that applies*

☐ Both parents or persons with legal parental responsibility are applying together *(continue completing this section)*

☐ Only 1 parent is shown on the birth certificate, parenting order, child protection order, or will *(go to section 2)*

☐ Other person on birth certificate or court order has passed away—death certificate attached *(go to section 2)*

☐ Queensland Magistrates Court has approved the name change—order attached *(go to section 2)*

Other parent or person with parental responsibility applying: *Must match your proof of ID*

First name(s)			
Family name			
Relationship to child <i>tick one</i>	<div><input type="checkbox"/> Parent</div> <div>OR</div> <div>Parental responsibility under a:</div> <div><input type="checkbox"/> parenting order—court order attached</div> <div><input type="checkbox"/> child protection order—court order attached</div> <div><input type="checkbox"/> will—will and parents' death certificates attached</div>		
Home address <i>Street, suburb, state</i>			Postcode
*Contact number <i>mobile preferred</i>			
*Email			

*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

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2. Child's birth details Must match the details on your child's Queensland birth or adoption certificate

First name			
Middle name(s) <small>if any</small>			
Family name			
Date of birth	DD / MM / YYYY		
Place of birth			
Town or city			
State			
Mother or registered parent's name <small>in full</small>			
Father or registered parent's name <small>in full</small>			

3. Child's new first name(s) If your application is approved, these are the first names your child will use

Clearly show the use of hyphens, capital letters and spaces, for example JoAnne, Jo-Anne, Jo Ann. Be careful when completing as changes cannot be made once the new name has been registered.

New first name	
New middle name(s) <small>if any</small>	

4. Reason for name change

Tell us why you want to change your child's name and give us as much detail as possible to make sure your application is not refused.

We are/I am wanting to change our/my child's first names for the following reasons:

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5. Declarations Must be completed by everyone applying and signatures witness by another adult (18 or older)

I declare that this change of name is not sought for a fraudulent or other improper purpose. I declare all the information provided on this application is correct.

Name of person applying			
Signature <small>of person applying</small>			
Signature <small>of witness</small>		Date witnessed	DD / MM / YYYY
Name <small>of witness</small>			
Contact number of witness <small>mobile preferred</small>			
Email <small>of witness</small>			

The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information. Any person who knowingly makes any false statement relating to any matter to be registered is liable to imprisonment of 3 years under section 501 of the Criminal Code.

Continue to next page

I declare that this change of name is not sought for a fraudulent or other improper purpose. I declare all the information provided on this application is correct.

Name of other person applying			
Signature <i>of other person applying</i>			
Signature <i>of witness</i>		Date witnessed	DD / MM / YYYY
Name <i>of witness</i>			
Contact number of witness <i>mobile preferred</i>			
Email <i>of witness</i>			

The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information. Any person who knowingly makes any false statement relating to any matter to be registered is liable to imprisonment of 3 years under section 501 of the Criminal Code.

6. Certificate order details *To view fees visit www.qld.gov.au/changename*

Certificate type	Quantity	Office use only
<input type="checkbox"/> Official birth certificate (with sex) <i>recommended for use as an identity document</i>	How many ____	<i>chn3 + ccpb</i>
<input type="checkbox"/> Official birth certificate (without sex) <i>may not be suitable as proof of identity</i>	How many ____	<i>chn3 + ccpbn</i>

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your child's change of first names under the *Births, Deaths and Marriages Registration Act 2023*. The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of the data. Access to this information or a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit **www.qld.gov.au/rbdm**.

7. Order delivery details

Type of delivery	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post (recommended for security)		
	<input type="checkbox"/> Express post <input type="checkbox"/> International registered post		
Where certificate is to be posted	<input type="checkbox"/> Post to first parent applying at the home address above		
	OR		
	<input type="checkbox"/> Post to the delivery details below:		
First name(s)			
Family name			
Postal address <i>include country only if not Australia</i>		Postcode	