

# Change of name

## for an ADULT born or adopted in Queensland

### What the law says

If you are 18 or older, you can change your legal name in Queensland once every 12 months.

To change your name:

- your new name 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 have not changed your name in the past 12 months
- you must give a detailed reason for your name change.

### Proof of ID

To change your 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
- linking evidence is needed when your current name is different to your name on your birth certificate, such as
  - self/parent marriage certificate
  - deed poll document
  - birth certificate
  - change of name document.

### 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 have not changed my name within the last 12 months
- My new name is not a prohibited name
- I have provided a detailed reason on the application form
- I have completed the application form
- I have the required **original** 3 forms of current proof of ID (see the proof of ID list)
- I have evidence of other changes to my name, 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**