

# Form 4a (Version 5)

## Change of name (adult over 18 yrs) application

Effective as of 28/06/2012

*Births, Deaths and Marriages Registrations Act 2003 Section 16*  
*Relationships Act 2011 Section 44*

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

### Office use only

Registration number

Registration date

POS number

Amount paid: **Online form**

### 1. Applicant's details

#### Name on current identification

First names			
Surname			
Current residential address <small>(Street, suburb, state and country)</small>			Postcode
Postal address			
Telephone <small>Daytime number</small>		After hours number	
Mobile number		Email	

### 2. Applicant's details registered at birth or adoption

#### Details must match the details on your birth or adoption certificate

First names			Office use only—Registration number
Surname			
Date of birth			
Place of birth <small>(Town/city, state and country)</small>			

### 3. Parents' or partners' names at the time of applicant's birth

#### Details must match the names on your birth certificate

Mother's first names			
Mother's maiden surname			
Father's/parent's first names			
Father's/parent's surname			

### 4. Proposed new name

#### If your application is approved, these are the first names and surname you will use. Please print clearly and do not use block letters

First names			
Surname			



## 5. Citizenship details if you were born or adopted overseas

**Only to be completed by those born or adopted overseas. Those who were born or adopted in Queensland go to section 6**

<b>Do you ordinarily reside in Queensland?</b>	<input type="checkbox"/> Yes (Refer to section 5 of the attached guidelines)	Office use only—issue date
	<input type="checkbox"/> No (You will need to lodge an application in the state you normally reside)	
<b>Are you an Australian citizen?</b>	<input type="checkbox"/> Yes (Complete details below)	
	<input type="checkbox"/> No (Go to section 6)	
<b>First names</b>		
<b>Surname</b>	<b>Date of birth</b> dd/mm/yyyy	
<b>Place of birth</b>		

## 6. Previous change of name (Refer to section 6 of the attached guidelines)

**Has your name changed since birth?**

Yes  No (Go to section 8)

Office use only—Registration number

**Has the change been entered in the Queensland Change of Name Register?**

Yes  No

## 7. Applicants name change details

**Other names used by applicant**

**Complete only if your current name is different to the name on your birth or adoption certificate. Refer to section 7 of the attached guidelines**

<b>a) First names</b>	
<b>Surname</b>	
<b>How you changed your name</b> <i>(eg. deed poll, marriage, civil partnership)</i>	
<b>When you changed your name</b>	
<b>b) First names</b>	
<b>Surname</b>	
<b>How you changed your name</b> <i>(eg. deed poll, marriage, civil partnership)</i>	
<b>When you changed your name</b>	
<b>c) First names</b>	
<b>Surname</b>	
<b>How you changed your name</b> <i>(eg. deed poll, marriage, civil partnership)</i>	
<b>When you changed your name</b>	

**For additional names provide the details on a statutory declaration.**

## 8. New name on birth or adoption registration

**Section 8 is only to be completed by those born or adopted in Queensland.**

**Do you want your birth registration to show your new name?**

Yes  No, however I do understand that the certificate will note a change of name has occurred.

## 9. Reason for name change

I am seeking to register a change in my name for the following reasons:  
Refer to section 9 of the attached guidelines.

## Submission options

Post to	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
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Lodge in person	Level 32, 180 Ann Street, Brisbane.
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For further information visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm) or phone 13 QGOV (13 74 68), international callers +61 7 3022 6100.

## Privacy statement

The collection of the information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2003*. It is used for the purposes of the Act which include registering a change of name in Queensland and issuing change of name certificates.

The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data. Access to this information or to 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 contact the registry on 13 QGOV (13 74 68). For general information about the registry visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).

## 10. Declaration

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.

Signature <i>of applicant</i>	
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Signature <i>of witness</i>	
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Name of witness	
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Date witnessed <i>dd/mm/yyyy</i>	
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## Certificate application and payment details

Refer to the attached insert or [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm) for current fees and processing timeframes

### Certificate type (Tick one option)

The application fee includes one free certificate

Birth certificate (Queensland registered births only)  Change of name certificate

### Additional certificates (Write number required in box)

There is a cost for each additional certificate ordered to be paid at the time the application is made

Birth certificate (Queensland registered births only)  Change of name certificate

### Priority

(Tick one option)

Urgent (attracts fee)  Non-urgent (no additional fee)

### Delivery details (Print name and postal address of person to whom the certificate is to be posted)

First name			
Surname			
Postal address			Postcode
Type of post <small>(Tick one option)</small>	<input type="checkbox"/> Regular post (no charge) <input type="checkbox"/> Express post <input type="checkbox"/> Registered post		
	<input type="checkbox"/> International registered post		

### Payment details

Application fee	\$
Additional certificates (Optional)	\$
Priority fee (No personal cheques accepted)	\$
Delivery fee	\$
Total	

### Payment options

a) I have enclosed a bank cheque or money order to the Registry of Births, Deaths and Marriages for		\$
or		
b) Debit my credit card	\$	Expiry
Card number		
Name of bank/credit union		
Name on card		
Signature of cardholder		

Please note all prices are subject to change. Applications will be kept on file for 12 months. If no action has been taken by the applicant within that time to address requests from the registry, it will be presumed that the application is no longer required and fees may be refunded.

## Application checklist

You need to provide **all** the following information and documentation when lodging your application.

### Born or adopted in Australia, outside of Queensland

If you were born or adopted in Australia but outside of Queensland, you need to contact the state in which your birth or adoption was registered.

### Born or adopted in Queensland

If your birth or adoption was registered in Queensland, you need to provide:

- three **certified copies** of documents confirming the your identity. Refer to Proof of identity requirements in the attached guidelines
- documents to formally verify any name changes since your birth was registered (i.e. change of name by Deed Poll, change of name by marriage, evidence of the use of an assumed name)
- a completed application form with all areas completed
- the declaration section of the application signed and witnessed
- your payment of the fee/s (bank cheque, money order or credit card, we **do not** accept person cheques).

### Born or adopted overseas

If you were born or adopted outside of Australia, you need to provide:

- a copy of your birth or adoption certificate. If these documents cannot be issued other evidence of your registered birth details including your name at birth, date of birth and place of birth may be accepted
- a copy of your citizenship documentation
- formal evidence that you ordinarily reside in Queensland. Refer to section 5 in the attached guidelines
- documents to formally verify any name changes since your birth was registered (i.e. change of name by Deed Poll, change of name by marriage, evidence of the use of an assumed name)
- three **certified copies** of documents confirming your identity. Refer to Identification in the attached guidelines
- a completed application form with all areas completed
- the declaration section of the application signed and witnessed
- your payment of the fee/s (bank cheque, money order or credit card, we **do not** accept person cheques).

## Important information

- If your birth or adoption was registered in Queensland, a notation will be made on your birth or adoption registration. You have the choice as to whether this notation will show your new name.
- Change of name registrations (certificates) only provide some birth information, the new name, and any changes of name registered in Queensland since February 2004.
- Change of name certificates are not proof of birth identity.
- If you select 'Yes' in section 8, the birth certificate issued will show the latest name on the front of the certificate and previous names on the back.
- If the name being registered is identical to your original name in the Birth Register (eg. if you are returning to your maiden name after assuming a married name or registered relationship name), then any change of name certificate will show the latest name and the name at birth.

## For more information

For more information or help with completing this application:

- telephone **13 QGOV (13 74 68)**, international callers **+61 7 3022 6100**
- email [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au) (applications and supporting documentation cannot be emailed) or visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)
- write to the Registry of Births, Deaths and Marriages,  
PO Box 15188,  
CITY EAST, QLD, 4002
- visit the Registry of Births, Deaths and Marriages at Level 32, 180 Ann St, Brisbane, Queensland.

# Change of name (adult over 18 yrs) application guidelines

Effective as of 28/06/2012

*Births, Deaths and Marriages Registrations Act 2003 (Section 16 and Section 44)*

These guidelines will help you register a change of name for an adult only if their birth or adoption has been registered in Queensland or if they were born outside of Australia but ordinarily reside in Queensland.

If you were born or adopted in Australia, but outside of Queensland, you must contact the state in which your birth or adoption is registered.

## How to complete this application

Each section must be fully completed. When lodging your application with the registry you will need to provide:

- the appropriate identification
- supporting documents and
- the statutory fee.

The registry will not accept applications that have been faxed, emailed or contain correction fluid. Each section number below refers to the corresponding section number on the application form.

Refer to the checklist on page 2 of the certificate order form to ensure you have included all the necessary information.

## Section 1. Applicant details

- This application is for use by adults over the age of 18 years only. If you wish to change the name of a child please contact the registry for the appropriate application form or visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm) to download a copy.
- If you do not have a mobile phone number or email address please write NA.
- Email addresses are recommended for people applying from overseas.
- All correspondence and certificates will be sent to the postal address in section 1 of the application form.

## Section 2. Applicant's details registered at birth or adoption and Section 3. Parents' names at the time of applicants birth

- The information given in sections 2 and 3 must be completed with the same information that was submitted at the time of your birth /registration. These details must exactly match the details on your birth certificate or registration.
- If you were born overseas, evidence of your birth registration (birth certificate) must be provided. If your original birth certificate is not in English please have it translated into English by an accredited qualified translator.

## Section 4. Proposed new name

- Clearly indicate the use of hyphens, capital letters and spaces if required (eg Smith-Jones, McLeod, Van der Berg).
- Please take care when completing the form as alterations cannot be made once the proposed name has been registered.

## Section 5. Citizenship details if you were born or adopted overseas

Evidence that you reside in Queensland must be provided. This must be in the form of a formal letter which:

- must be written and signed by one of the following: an educational institution; an employer; a doctor; the Australian Electoral Commission; or a person acceptable to the Registrar-General
- must state you have been a Queensland resident for at least 12 months prior to the date you lodge your application
- must be dated and signed.

## Section 6. Previous change of name

- You only need to complete this section if any of your names have changed since your birth was registered (i.e. if the name on your current identification is different to your name as it appears on your birth certificate).
- Only one change of name may be registered in every one year period. Another change of name within this timeframe can only be registered if approval is given from a Queensland Magistrates Court. Please contact your nearest magistrates court regarding this approval.

## Section 7. Applicants name change details

You will need to provide supporting documentation to confirm your previous name changes (e.g. marriage or registered relationship certificate, deed poll, and change of name certificate/s). Please contact the registry for further information.

## Section 8. New name on birth or adoption registration

- If you were born in Queensland a notation will be made on your birth registration (certificate). You may choose whether this notation shows your new name or simply records there has been a change of name.
- If you select 'Yes' in section 8, the birth certificate issued will show the latest name on the front of the certificate and previous names on the back.

## Section 9. Reason for name change

- You must provide a reason for your proposed name change.
- Try to make the reason as detailed as possible (e.g. your mother has remarried and you wish to assume your stepfathers name).
- Simply writing 'personal' or 'passport' is not sufficient and may result in the application being returned.

## Section 10. Declaration

- Your signature must be witnessed by an adult.
- Please ensure your signature on the application matches the signature on your current identification.

## Submission options

You have two options: you can either mail your application or lodge it in person.

Mail your application to Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST, QLD, 4002.

Visit the registry in person at Registry of Births, Deaths and Marriages, Level 32, 180 Ann St, Brisbane, Queensland.

At the registry you will meet with a customer service representative who will check your documentation and accept the fee. No appointment is necessary. However, due to the high activity levels and waiting times at our change of name counter it is recommended you post your application.

Please visit the website [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm) for current processing timeframes and fees.

## Proof of identity requirements

Before a certificate, information or source document is released, an applicants entitlement to the document must be established and proof of identity produced in accordance with the Certificate Access Policy, Part 4 Proof of Identity Principles.

Applicants are required to 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.

**Table 1: Proof of identity (categories)**

Personal ID	Community ID	Home address evidence
<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)	<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"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p><b>Provide only the page containing your name and current home address details.</b></p> <input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent/lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Registration or driver licence renewal notice <input type="checkbox"/> Recent official correspondence from Government service providers (not from this agency) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice

Proof of Identity documents are to be in the English language otherwise these must be translated by an accredited translator. The official translation document is to accompany the original documents.

The Registrar-Generals discretion in deciding acceptable proof of identity documents is not exhausted by the above lists. Decisions may be made by the Registrar-General on any unusual case that may fall outside the requirements of the above table.

## Certification of photocopies of proof of identity documents

As part of establishing Proof of Identity, copies of documents submitted to the Registry in support of an application must be certified as a true and correct copy by a qualified witness.

The following persons are considered to be qualified witnesses and are able to certify photocopies of documents as being a correct copy of the document:

- Justice of the Peace
- Commissioner for Declarations
- Barrister/Solicitor
- Notary Public

Where applications are received at the Brisbane Registry, client service officers are able to sight original proof of identity documents submitted in support of an application.