

# Change of name certificate application

## Before submitting your application

- The change of name was registered in Queensland after 1 February 2004 (this is not an application form to change your name) and I have been unable to complete this form online at [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).
- I have checked the certificate access policy and can apply for the change of name certificate.
- I have completed the application form.
- I have signed the 'who is applying' section of the application form.
- I have indicated where I want the certificate posted to in the delivery section of the application form.
- I have included the required proof of ID and any supporting documents with my application form (see the proof of ID list).

**By post:** all copies of my proof of ID and any supporting documents have been certified as being 'a true and correct copy' by a qualified witness

**In person:** all of my proof of ID and any supporting documents are the **originals**, to be sighted by staff.

- I have totalled all fees in 1 payment—for a current list of fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).
- I have enclosed payment and completed the 'payment options' section below (if applying by post).

## 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; your nearest Queensland Magistrates Court; or Queensland Government Agent Program (QGAP) office.

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

a) Who applied <i>your name or organisation</i>			
b) New name on certificate <i>in full</i>			
c) 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			
Expiry date			
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 or nearest Queensland Magistrates Court or Queensland Government Agent Program (QGAP), 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"> <li>Justice of the Peace</li> <li>Commissioner for Declarations</li> <li>Barrister or Solicitor</li> <li>Notary Public</li> </ul>	<ul style="list-style-type: none"> <li>Notary Public</li> <li>Australian Embassy officer</li> <li>Australian Consulate officer</li> </ul>

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.

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
<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

(Version 2)

# Change of name certificate application

Office use only

Court/QGAP and receipt no.:

Effective as of 21/02/2017

Births, Deaths and Marriages Registration Act 2003

**Proof of ID for the person applying is required when buying a certificate—please complete the application form in full and sign in the who is applying section.**

## 1. Change of name certificate details *Must be as shown on the Queensland certificate you are applying for*

<b>Is the change of name registered with RBDM Queensland</b>	<input type="checkbox"/> Yes, new name is registered with RBDM Queensland
	<input type="checkbox"/> No, you need to apply to the interstate or overseas registry
<b>New name on certificate</b>	
<b>First name</b>	
<b>Middle name(s) <i>if any</i></b>	
<b>Family name</b>	
<b>Birth details <i>As registered at the time of birth</i></b>	
<b>First name</b>	
<b>Middle name(s) <i>if any</i></b>	
<b>Family name</b>	
<b>Place of birth</b>	
<b>Date of birth</b>	

## 2. Who is applying *Your details as shown on your proof of ID documents*

<b>First name</b>	
<b>Family name</b>	
<b>Your signature</b>	sign here
<b>Your relationship to the person named on the certificate</b>	<input type="checkbox"/> Self
	<input type="checkbox"/> Other (please specify) _____
<b>Name of organisation <i>if applicable</i></b>	
<b>Home address <i>street, suburb, state and include country if not Australia</i></b>	
	<b>Postcode</b>
<b>Date of application</b>	<b>*Contact number <i>mobile preferred</i></b>
<b>*Email</b>	

**\*By providing an email address and mobile number, I consent to the use of that email address and mobile number for RBDM to provide me with electronic information and for contact via SMS and email that relates to this application. I understand that it is my responsibility to ensure that I have nominated a secure email address to RBDM to send any related correspondence to. I acknowledge that it is my responsibility to ensure the security of that information upon receipt of it.**

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### 3. Order details *To view fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)*

Select the **change of name certificate** if:

- you were born or adopted **outside Australia**
- you were born or adopted in Queensland and **did not** have your new name noted on your birth certificate.

<b>Standard birth certificate with change of name noted</b>	<input type="checkbox"/> How many ____
<b>Standard change of name certificate certificate</b>	<input type="checkbox"/> How many ____
<b>Priority service</b>	<input type="checkbox"/> No priority needed - normal processing time applies (no additional fee) <input type="checkbox"/> Urgent - only available if change of name is already registered (attracts fee)
<b>Reason you want this certificate</b>	

### 4. Delivery details

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

### Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your change of name certificate under the *Births, Deaths and Marriages Registration Act 2003* and *Births Deaths and Marriages Registration Regulation 2003*. Unless required or authorised by law, your personal information will not be provided to any other third party without your consent. To obtain details about the access policy and rights of access to this information contact the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3328 4811** (+10 hours UTC). For general information about the registry visit **[www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)**.