

Application to register a change of name (adult 18+ years)



Important information about your change of name application



If you require access to a translation or interpreter service, please contact the Translating and Interpreting Service (TIS) on 13 14 50 and ask them to contact the Victorian Registry of Births, Deaths and Marriages on 1300 369 367.

Eligibility

To apply to change your name in Victoria you:

- must be 18 years of age or older
- must be born in Victoria, or
- born overseas and have been residing in Victoria for at least the last 12 months.

Born interstate?

You must apply to the Registry in the State or Territory of your birth.

Multiple changes

A person may only change their name once in a 12 month period and 3 times in their lifetime (subject to the discretion of the Registrar).

Change of name by marriage

If you were married in Australia you may assume the name of your spouse through common usage. A standard marriage certificate issued by the Registry of Births, Deaths and Marriages in the State or Territory where you were married is sufficient as proof of your right to use your spouse's name.

If you were married overseas, you should check with the organisation requesting your identity documents (e.g. Australian Passports Office, VicRoads) before you apply to change your name.

Fees and certificates

A fee of \$101.40 must be paid when submitting this form.

The fee includes:

- an application fee of \$70.40 (non-refundable)
- a standard certificate fee of \$31.00

Victorian born persons will receive a standard birth certificate, which shows the change of name and history of changes. Overseas born persons will receive a change of name certificate.

When can I expect my certificate?

Information on processing times can be found at bdm.vic.gov.au

Successful applications

The success of your application will require you to:

- return all original birth certificates or change of name certificates previously issued to you by the Victorian Registry of Births, Deaths and Marriages
- respond to all questions honestly and accurately on this application form
- provide a clear reason for your chosen name
- choose a name that is not considered to be obscene or offensive, too long, includes numbers or symbols without phonetic significance, makes a statement or phrase, resembles an official title or rank recognised in Australia, or is considered to be against public interest
- disclose all previous change of names and previous names used in the community
- prove your eligibility and identity through the provision of certified proof of identity documents
- respond to the Registrar's request for further information.

Priority service fee

An optional priority service is available for a fee of \$110.00.

Your application will be assessed within 5 business days. If the application is complete and compliant, a certificate will be issued upon completion of the assessment.

If your application is incomplete, non-compliant or refused, the priority fee will not be refunded.

Credit report and police clearance

Depending on the extent of your name change and your responses to the questions within this form, you may be requested to provide a credit report and/or national police clearance.

If you have previously changed your name, or you are seeking to change both your given and surnames, you must include a copy of a current credit report with your application.

You may obtain a free copy of your credit report by contacting one of the following agencies:

- Veda Advantage – mycreditfile.com.au
- Dunn and Bradstreet – checkyourcredit.com.au
- Experian Credit Services – experian.com.au

Translated documents

Where you are required to lodge a certified copy of a document and the document is not written in English, you must lodge at the same time, a certified translation of the document into English. The translation must be by an approved translator. An approved translator is a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Privacy and disclosure of information

The information requested on this form is collected under the provisions of the *Births, Deaths and Marriages Registration Act 1996* and forms the basis of your change of name.

The Registrar may only release information about a person for legal and law enforcement purposes, in accordance with the provisions of the Act. Further information about privacy, disclosure of data, the Registry's Access Policy and how to correct a record is available at bdm.vic.gov.au

PART ONE - Your details

Title Mr Mrs Miss Ms Other

Current name

a) Family name (surname)

b) Given names

Name at birth (if different from above)

a) Family name (surname)

b) Given names

Date of birth

Sex Female

Male

Place of birth

a) Suburb/Town

b) State (or country if born outside Australia)

Current residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

Daytime telephone number

Email address

Parents' details

a) Mother's current family name (surname)

b) Mother's family name at birth (maiden name)

c) Mother's given names

d) Father or parent's family name (surname)

e) Father or parent's given names

PART TWO - Your new name

Note. The Registrar may refuse to register your name change if the name is considered obscene or offensive, too long, includes numbers or symbols without phonetic significance, makes a statement or phrase, resembles an official title or rank recognised in Australia, or is considered to be against the public interest.

What do you want your name to be? (list all names)

a) Family name (surname)

b) Given names

PART THREE - Supporting information

Do you have any financial defaults?

No

Yes - you must attach a copy of your credit report under your current name and any names you have previously used.

Have you ever been declared bankrupt?

No

Yes - you must attach a letter which acknowledges your bankruptcy from the Australian Financial Services Authority or from your Trustee in Bankruptcy.

Have you ever been arrested, charged, on bail or convicted of a fraud related offence?

No

Yes - you must attach a statutory declaration explaining the circumstances and provide a credit report.

Are you a prisoner, on parole or a registered sex offender?

No

Yes - you must attach permission from the relevant authority with this application.

Note. It is an offence to apply to change your name without permission of the relevant authority.

PART FIVE - Proof of eligibility and identity

You must provide one document from each list.
All documents must be current (not expired).
If applying in person you must bring a photocopy of each document as well as the original.

Victorian born

List 1 - Proof you were born in Victoria

- Victorian birth certificate (original)

You must return all original standard Victorian birth certificates.

A change of name cannot take place until all original certificates are returned. If the application is approved you will receive an updated birth certificate.

List 2 - Link between photo and signature

If you cannot provide current photo identification, please see PART SEVEN - Guarantor

- Australian passport
- Australian driver licence (or learner permit)
- Australian firearm licence

List 3 - Operation in the community

- Medicare card
- Credit card or ATM card
- Marriage certificate issued in Australia
- Change of name certificate issued in Australia
- Divorce certificate issued in Australia
- Student or tertiary identity card
- Australian security guard or crowd controller licence
- Department of Veteran Affairs card
- Working with Children Check card

List 4 - Proof of your current residential address

- Australian driver licence (or learner permit)
- Utility account (electricity, gas, water)
- Rates notice
- Centrelink concession card
- Bank statement
- Current tenancy or lease agreement
- Superannuation fund statement

Continue to 'Certify your documents' section

OR

Overseas born and residing in Victoria for at least the last 12 months.

List 1 - Proof of your right to reside in Australia

A document issued by the Department of Immigration and Border Protection

- Australian Citizenship Certificate
- Australian visa (supported by overseas passport)
- ImmiCard
- Travel document (including CERS)

List 2 - Proof you have been residing in Victoria for at least the last 12 months before the application

- Utility accounts – covering at least 12 months (electricity, gas, water)
- Bank statements – covering at least 12 months (must show Victorian transactions)
- Lease or tenancy agreement(s) covering at least 12 months (joint name may be acceptable)
- Confirmation of enrolment in a Victorian tertiary institution covering at least 12 months

List 3 - Link between photo and signature

If you cannot provide current photo identification, please see PART SEVEN - Guarantor

- Australian passport
- Overseas passport
- Australian driver licence (or learner permit)
- Australian firearm licence

Note: One document must prove your place of birth

List 4 - Operation in the community

- Medicare card
- Credit card or ATM card
- Marriage certificate issued in Australia
- Change of name certificate issued in Australia
- Divorce certificate issued in Australia
- Student or tertiary identity card
- Australian security guard or crowd controller licence
- Working with Children Check card

Continue to 'Certify your documents' section

PART SIX - Payment

Fees

A fee of \$101.40 must be paid when submitting this form. The fee includes:

- an application fee of \$70.40 (non-refundable)
- a standard certificate fee of \$31.00.

The standard certificate may be used as proof of your name for legal and other official purposes. For processing times go to bdm.vic.gov.au

Priority service fee

An optional priority service is available for a fee of \$110.00.

Your application will be assessed within 5 business days.

- If the application is complete and compliant, a certificate will be issued upon completion of the assessment.
- If your application is incomplete, non-compliant or refused, the priority fee will not be refunded.

I wish to submit the following payment:

| | Price* | Subtotal |
|--|----------|-------------------|
| Application and certificate fee | \$101.40 | \$101.40 |
| Priority service fee | \$110.00 | \$. |
| Select ONE delivery method – go to auspost.com.au for details | | |
| Australia | | |
| Standard Post | \$1.00 | \$. |
| Registered Mail (Standard) | \$6.65 | \$. |
| Express Post | \$7.10 | \$. |
| Outside Australia | | |
| Airmail | \$3.00 | \$. |
| Express Post International | \$17.10 | \$. |
| Express Courier International | \$50.00 | \$. |
| *All prices listed on this form are subject to change. Current fees can be confirmed at bdm.vic.gov.au/fees | | Total \$. |

How do you wish to pay?



By mail

- Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.
- Cash payments will only be accepted if you apply in person.



Credit - If paying by credit card, please complete the Credit Card Payment section below.



Bank cheque



Money order



In person

The Registry accepts cash, credit cards, EFTPOS cards, money orders and bank cheques.

Credit Card Payment (mail applications only)

Card type



Visa



MasterCard

Total \$

Name on card

Card number

Expiry date

Signature of cardholder

Certify your documents

Applying by mail?

You must mail certified photocopies of each identity document.

How to certify your identity documents

1. Make a photocopy of each identity document
2. Take your photocopies and original documents to:
 - a. a Justice Service Centre, or
 - b. a police station, and ask a sworn member of police or a JP located in the police station to certify them.

Applying in person?

You must bring in your original identity documents and photocopies of each identity document.

Can't make it to Melbourne?

You may lodge your application and certify photocopies of your identity documents at a Justice Service Centre (JSC). To find your nearest JSC, visit bdm.vic.gov.au/jsc

Applying from outside Victoria?

If you are applying from other Australian States or Territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

All applicants please note:

- Do not send original identity documents by mail (except when returning your original Victorian birth and/or change of name certificates)
- All documents must be current and show current residential address, where applicable
- If your lease or tenancy agreement is more than 12 months old you must provide a letter from your real estate agent which confirms you are a tenant at the same address
- If you supply printed online bank or utility statements they must be stamped and approved by the bank or utility company. The statements must show your name and residential address
- If your identity documents are not in English, you must attach a translation by a NAATI accredited translator
- Failure to correctly submit your proof of identity documents will delay your application.

If you are unable to meet these requirements, please contact the Registry by emailing vicbdm@justice.vic.gov.au

PART SIX - Payment (continued)

Please mail my certificate to:

My residential address, as already provided

Other - Provide details below

a) Name

b) Street no. and name

c) Suburb/Town

d) State

e) Postcode

PART SEVEN - Guarantor

Photo and signature

Have you supplied an identity document from PART FIVE that proves the link between your photo and your signature?

Yes - Go to part PART EIGHT

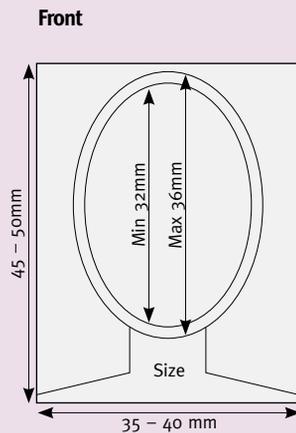
No - You must supply a certified photograph and signature.

Photograph

Professional passport photos are preferred. These are available from most Australia Post outlets, retail photo processing outlets and some chemists.

If you are supplying your own photo, it must:

- be no more than 6 months old
- show only head and top of shoulders
- be clear, in focus, and of good quality colour, brightness and contrast
- be between 35mm and 40mm wide and between 45mm and 50mm high
- be printed on photographic paper, with no marks on the image
- show you without any hat or other head covering
- If you wear a head covering for religious reasons, the photo must show your face from bottom of chin to top of forehead and both edges of your face
- be attached to this form with a paperclip (do not staple)
- be signed on the back by a Guarantor along with your name and signature.



PART SEVEN - Guarantor (continued)

Guarantor

You must have a Guarantor endorse your photo.

The Guarantor must:

- not be related to you by birth or marriage
- not be a domestic partner or in a registered domestic relationship with you
- not live at the same address as you
- have known you for at least 12 months
- be 18 years of age or over.

Back

This is a true photo of

(applicant's full name)

(applicant's signature)

(Guarantor's signature)

The Guarantor must:

- endorse the back of the photo by writing 'This is a true photo of (the applicant's full name)' and signing their own name (see illustration at right)
- complete and sign the following declaration.

Guarantor's details

(if applicable)

Title Mr Mrs Miss Ms Other

Full Name

Date of birth

Daytime telephone number

How do you know the applicant?

(eg. doctor, lawyer, friend)

How long have you known the applicant?

years

months

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I qualify to be a Guarantor for the person changing their name in this application.

I understand that the Victorian Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the information I have provided on this form.

a) Guarantor's signature

b) Date

PART EIGHT - Lodgement

Submit your form, payment, proof of identity and other supporting documents:

By mail

Victorian Registry of Births, Deaths and Marriages
GPO Box 4332, Melbourne VIC 3001

In person

Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Justice Service Centre (JSC).
Ground floor, 595 Collins St, Melbourne To find your nearest JSC go to bdm.vic.gov.au/jsc
For opening hours go to bdm.vic.gov.au

Checklist

- I am 18 years of age or older
 - I am born in Victoria, or
 - I am born overseas and I have been residing in Victoria for at least the last 12 months
 - I have returned any original birth certificates or change of name certificates issued by the Victorian Registry
 - If I have answered 'Yes' to any questions in PART THREE I have provided a declaration, credit report or responses where applicable
 - I have signed the declaration in PART FOUR in the presence of a qualified witness
 - I have supplied photocopies of identity documents as required from PART FIVE
 - If applying by mail:**
All identity documents have been certified at a Justice Service Centre, by a sworn member of the police, or a Justice of the Peace located in a police station
 - I have included payment or completed the credit card section, PART SIX
- After changing your name**
Once your name has been changed you must update all official documents and records to show your new name. This includes your driver licence, passport, bank account, electoral roll details, records with your superannuation and insurance providers and local council.

CONA201501

Victorian Registry of Births, Deaths and Marriages

bdm.vic.gov.au

Application enquiries vicbdm@justice.vic.gov.au

General enquiries 1300 369 367



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