

Change of name (child under 18 yrs) application

Office use only

Registration number

Registration date

POS number

Amount paid

Section 17
Section 44

Births, Deaths and Marriages Registration Act 2003

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

1. Applicant A's details (Name on current identification)

Normally both parents/guardians are to apply. Refer to sections 1,2, and 3 of the attached guidelines

First names				Relationship to child
Surname				<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Current residential address (Street, suburb, state and country)			Postcode	
Postal address				
Telephone Daytime number		After hours number		
Mobile number		Email		

2. Applicant B's details (Name on current identification)

Normally both parents/guardians are to apply. Refer to sections 1,2, and 3 of the attached guidelines

First names				Relationship to child
Surname				<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Current residential address (Street, suburb)			Postcode	
Postal address				
Telephone Daytime number		After hours number		
Mobile number		Email		

3. Only one parent applying

If only one parent or guardian is applying state the reason why (eg only one parent on the birth certificate). Refer to section 3 of the attached guidelines

--

4. Child's details

These details must match the details on the child's birth certificate

First names				Office use only—Registration number
Surname				
Date of birth	DD / MM / YYYY			
Place of birth (Town/city, state and country)				

5. Child's proposed new name

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

First names			
Surname			

6. Parents' names at the time of the child's birth or adoption

These details must match the details on the child's birth or adoption certificate

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

7. Citizenship details if child was 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 8

Does the child ordinarily reside in Queensland?	<input type="checkbox"/> Yes (Refer to section 7 of the attached guidelines)	Office use only—issue date
	<input type="checkbox"/> No (You need to lodge an application in the state the child normally resides)	
Is the child an Australian citizen?	<input type="checkbox"/> Yes (Complete details below)	
	<input type="checkbox"/> No (Go to section 8)	
First names		
Surname	Date of birth	DD / MM / YYYY
Place of birth		

8. Previous change of name (Refer to section 8 of the attached guidelines)

a) Child's name change details

Has the child's name been changed before?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Go to section 8b)	Office use only—Registration number
First names		
Surname		
How the child's name was changed		
When the child's name was changed	DD / MM / YYYY	

b) Parents' or guardians' name change details

Have the parents' or guardians' names been changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Go to section 9)
First names	
Surname	
How you changed your name	
When you changed your name	DD / MM / YYYY
Relationship to child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
First names	
Surname	
How you changed your name	
When you changed your name	DD / MM / YYYY
Relationship to child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian

For additional names provide the details on a statutory declaration

9. New name on birth or adoption registration

Section 9 is only to be completed if the child was born or adopted in Queensland

Do you want the child's birth certificate to show their new name?

<input type="checkbox"/> Yes	<input type="checkbox"/> No, however I do understand that the certificate will note that a change of name has occurred.
------------------------------	---

10. Reason for name change

I am seeking to register a change in my child's name for the following reasons:
Refer to section 10 of the attached guidelines.

11. 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 1300 366 430. For general information about the registry visit www.justice.qld.gov.au.

12. Declarations (must be completed by all applicants and children 12 - 17 years)

a) Applicants' declaration (All applicants must sign this form)

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

Applicant A

Signature of applicant		Signature of witness	
Date witnessed	DD / MM / YYYY	Name of witness	

Applicant B

Signature of applicant		Signature of witness	
Date witnessed	DD / MM / YYYY	Name of witness	

b) Declaration for children 12-17 years

I (child's current name)			
of (residential address)			
as a child over the age of 12 years, hereby consent to my name being changed			
from (previous name)		to (proposed name)	
Signature of child		Signature of witness	
Date witnessed	DD / MM / YYYY	Name of witness (must be over 18 years)	

If the child does not understand the meaning and implication of the change of name contact the registry for further information.

13. Certificate application and payment details

Refer to the attached insert or www.justice.qld.gov.au/bdm 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 – visit www.justice.qld.gov.au/bdm for current processing timeframes and fees)

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 (Tick one option)	<input type="checkbox"/> Regular post (no charge)	<input type="checkbox"/> Express post	<input type="checkbox"/> Registered post
	<input type="checkbox"/> International 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 **cheque** or **money order** to the Registry of Births, Deaths and Marriages for \$

or

b) Debit my **credit card** \$ MasterCard Visa Expiry MM / YY

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.

14. Submission options

110 George Street	Registry of Births, Deaths and Marriages PO Box 15188 City East Qld 4002
Lodge at	110 George Street Brisbane

For further information visit www.justice.qld.gov.au or phone 1300 366 430, international callers +61 7 3035 1000.

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

Born or adopted in Queensland

If the child's birth or adoption was registered in Queensland, you need to provide:

- three **certified copies** of documents confirming the applicant's identity. Refer to 'Proof of identity requirements' in the attached guidelines.
- documents to formally verify any name changes since the child's 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 (cheque, money order or credit card).

Born or adopted overseas

If the child was born or adopted outside of Australia, you need to provide:

- a copy of their birth or adoption certificate. If these documents cannot be issued other evidence of the child's registered birth details including their name at birth, date of birth and place of birth may be accepted
- a copy of their citizenship documentation
- formal evidence that the child ordinarily resides in Queensland. Refer to section 7 in the attached guidelines
- documents to formally verify any name changes since the child's 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 the applicant's 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 (cheque, money order or credit card).

Important information

- If the child's birth or adoption was registered in Queensland, a notation will be made on their birth or adoption registration. Applicants have the choice as to whether this notation will show the child's new name.
- Change of name registrations (certificates) only provide some birth information, the new name, and any change of names registered in Queensland since February 2004.
- Change of name certificates are not proof of birth identity.
- If you select 'Yes' in section 9, the 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 the child's original name in the Birth Register (eg. if the child is returning to their birth name after assuming a step parent's 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 **1300 366 430**, international callers **+61 7 3035 1000**
- email bdm-mail@justice.qld.gov.au (applications and supporting documentation cannot be emailed) or visit www.justice.qld.gov.au
- 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 110 George St, Brisbane, Queensland.

Change of name (child under 18 yrs) application guidelines

This application can only be used to register a change of name for a child if the child's birth or adoption has been registered in Queensland or for a child born outside of Australia who ordinarily resides in Queensland.

If the child was born in Australia but outside of Queensland please contact the state in which that birth/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 A's details

Where both parents/guardians are recorded on the child's birth registration, the consent of BOTH parents is normally required to change a child's name; a single parent or legal guardian may make an application under the following circumstances:

- a) if no father's particulars are shown on the birth certificate/registration, then only the mother's consent is required
- b) approval from a Queensland Magistrates Court has been given. Please contact your nearest Queensland Magistrates Court for more information regarding this approval
- c) court appointed legal guardian/s may apply to register a change of name for a child. Please contact the registry for more information
- d) where one parent is deceased, proof of death in the form of a death certificate will be required.

All registry correspondence will be sent to the postal address in section 1 of the application form.

If a guardian is making the application legal evidence of guardianship must be provided. If the document states more than one guardian each guardian must sign the form.

Please provide as many contact details as possible so that the registry may contact you.

Section 2. Applicant B's details

Where both parents are recorded on the child's birth registration or two individuals have been granted guardianship and both parents/guardians are consenting to the child's change of name please complete this section with the details of the other parent/guardian.

In some cases the registry may need to contact each applicant separately please provide as many contact details as possible.

Section 3. Only one parent applying

When only one parent or legal guardian lodges an application a detailed reason (e.g. only one parent on the birth certificate) is required and additional documentation may be required as detailed in section 1.

Section 4. Child's details

Information given in section 4 must match the details on the child's birth or adoption certificate/registration.

If the child was born overseas, then evidence of the child's birth or adoption registration (birth certificate) must be provided.

If the original birth certificate is not in English please have it translated into English by an accredited qualified translator.

Section 5. Child's proposed new name

The proposed name, once registered is to be used by the child for all purposes. Please take care when completing the form as alterations cannot be made once the new name has been registered.

Clearly indicate the use of hyphens, capital letters and spaces if required (e.g. Sullivan-Jones, McLeod, Van der Berg, etc).

Section 6. Parents' names at the time of the child's birth or adoption

Information given in section 6 must match the details on the child's birth or adoption certificate/registration.

Section 7. Citizenship details if child was born or adopted overseas

Evidence that the child ordinarily resides in Queensland must be provided. Such evidence should show that the child has been a resident for at least the past twelve months in Queensland. Refer to Residence in Queensland for more information.

If the child has become an Australian citizen evidence of citizenship must be provided.

Residence in Queensland

(only required if child born outside of Australia)

Proof of the child ordinarily residing in Queensland MUST be in the form of a formal letter that has been dated, signed and stating that the child has resided in Queensland for at least and including 12 months prior to the date the application is made. The evidence can be provided by one of the following:

- school
- employer
- daycare
- doctor
- other person acceptable to the Registrar-General.

Section 8. Previous change of name

a) Child's name change details

Normally only one change of a child's first names may be registered for a child between the age of one and 18 years and only one change of a child's surname in every 12 month period may be registered. Please contact the registry for more information.

This section is to be completed if the child's name has changed since the birth or adoption was registered.

Supporting documentation will normally be required to confirm this (e.g. marriage certificate of parent, family deed poll document, birth or change of name document showing change, etc.).

b) Parents' or legal guardians' name change details

This section is to be completed if either parents' or legal guardians' names have changed since the birth or adoption of the child was registered (i.e. if current parent/s identification is in a different name to their name/s on the child/s birth certificate).

Supporting documentation will normally be required to confirm this (e.g. marriage certificate, deed poll, and change of name certificate/s etc.).

Section 9. New name on birth or adoption registration

If the birth or adoption is registered in Queensland a notation will be made on the birth registration (certificate), you may choose whether this notation shows the new name. Should you choose to not have the new name appear on the birth registration (certificate) it will still state that a change of name has been registered but will not state the new name.

If you select 'Yes' in section 9, the birth certificate issued will show the latest name on the front of the certificate and previous names on the back.

Section 10. Reason for name change

A detailed reason for the name change MUST be given. Simply writing 'personal' or 'passport' is not sufficient and may result in the application being returned. For example, some valid reasons may be that a parent has remarried and wishes the child to assume the new family name, or that members of the general public have difficulty in pronouncing the current name resulting in confusion and misunderstanding.

Section 12. Declarations

a) Applicants' declaration

Your signature must be witnessed by an adult witness 18 years or over. Please ensure your signature on the application matches the signature on your current identification.

Please read section 1 of the guidelines before lodging a sole parent application.

b) Declaration for children 12–17 years

This section is to be completed by the child if they are over the age of 12 years but less than 18 years of age. The signature section must be completed and signed by the child in the presence of an adult witness 18 years or over. If the child is unable to understand the implications of the name change please contact the registry for further information.

Section 13. 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, 110 George 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.justice.qld.gov.au/bdm for current processing timeframes and fees.

Proof of identity requirements

Before a certificate, information or source document is released, an applicant's 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.

Each parent/guardian MUST provide:

- One form of identification from each list (at least one containing a signature); or
- If unable to provide identification from List 1, two forms of identification from List 2 and one form of identification from List 3 must be provided (at least one containing a signature).

Table 1 : Proof of identity documents

List 1	List 2	List 3
<ul style="list-style-type: none"> • Current Australian photo drivers licence • Current Australian passport • Current overseas passport, with current entry permit • Current Australian Firearms licence • Current Defence Force or Police Service photo ID card • Over 18's ID card. 	<ul style="list-style-type: none"> • Current Medicare card • Current financial institution debit or credit card with your signature and full name or passbook • Current entitlement card issued by the Commonwealth or State Government • Educational institution student identity document (must include photo and/or signature) or statement of enrolment • School or other educational report, less than twelve months old • Current document of identity issued by the Passport Office • Naturalisation, citizenship or immigration papers issued by the Department of Immigration and Multicultural and Indigenous Affairs • Full birth certificate • Security guard/crowd control licence. 	<ul style="list-style-type: none"> • Recent utility account (gas, electricity, home phone, etc) with current residential address • Recent financial Institution statement with current residential address • Rent/lease agreement with current residential address • Rates notice with current residential address • A renewal notice for vehicle registration or driver licence for coming period with current residential address • Recent official correspondence from Government Service Providers (not from this agency).

Other forms of identification may be accepted, subject to the opinion of the Registrar-General.

*Qualified witnesses

The following people can certify photocopies of documents as being 'a correct copy of the document':

- justice of the peace
- barrister/solicitor
- commissioner for declarations
- notary public.

For more information

- telephone 1300 366 430, international callers +61 7 3035 1000
- email bdm-mail@justice.qld.gov.au (applications and supporting documentation cannot be emailed) or visit www.justice.qld.gov.au.
- write to:
Registry of Births, Deaths and Marriages
PO Box 15188,
CITY EAST, QLD, 4002
- visit the Registry of Births, Deaths and Marriages at
110 George Street
Brisbane, Queensland.