

Application to note a change of name in the Birth Register or the Adopted Children Register

Office use only

Registration number

Registration date

POS number

Amount Paid

Births, Deaths and Marriages Registration Act 2003

Section 20

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's details

Details of person completing this form. Please print clearly.			
I _____ and I _____ (if applicable)			
of _____			
(Residential Address)		(Suburb)	(Postcode)
Postal address (If different to residential address)			Postcode
Contact telephone number	[]	hereby apply to note a change of name on birth or adoption registration of the person whose particulars are listed in section 3.	
Relationship with person in section 3 (eg. self, father etc.)		Documents produced to evidence the change of name (eg. Deed Poll, Court Order)	

2. Proposed name to be noted

The name assumed by: the registering of a Change of Name in another State; executing a Deed Poll or ordered by a Court	
First names (in full)	
Surname	

3. Details of person whose name has been changed

First name (registered at birth or adoption)			
Other names person has used (if insufficient space attach a separate sheet)			
Date of birth	DD / MM / YYYY	Place of birth	
Parents details when birth / adoption was registered			
Father's name (in full)			
Mother's name, including maiden surname (in full)			
Other names of parents (if changed since child's birth)			

Note Unless exceptional circumstances exist, applications to note a change of name can only be made once in every one (1) year period.
See 'Important Facts' in the explanatory sheet or contract the Registry for further details.

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3. Details of person whose name has been changed (continued)

Marriage or civil partnership details of registered person (if insufficient space attach a list)			
Date of marriage or civil partnership	DD / MM / YYYY	Place of marriage or civil partnership	
Name			
Date of marriage or civil partnership	DD / MM / YYYY	Place of marriage or civil partnership	
Name			

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 of 1 st applicant		DD / MM / YYYY
Signature of witness of 1 st applicant		
Signature of 2 nd applicant (if applicable)		DD / MM / YYYY
Signature of witness of 2 nd applicant (if applicable)		

Please note normally both parents must complete and sign this application if it relates to a child.

This application must be accompanied by:

- Three (3) documents confirming the identity of each applicant
- A Certificate from a Registering Authority that evidences the persons change of name, eg:
 - a Change of Name certificate, or
 - a copy of a Deed Poll registered in another State (or in Queensland prior to 1 February 2004), or
 - a Court Order that evidences a change of name.
- Prescribed fee.

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 the notation of changes of name in the Queensland Birth and Adoption Registers and issuing birth certificates. Access to this information or to a certificate may be granted to any person who has an adequate reason to obtain it, or who meets the requirements of any access policy.

To obtain details about the access policy and rights of access to this information please contact the Registry on 1300 366 430 or view the general information on the Registry's web site (www.justice.qld.gov.au). The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of data.