

# Application to register a change of name for an adult

*Births Deaths and Marriages Registration Act 1995 (BDMR Act)*

## General information

### Eligibility

To apply to change your name in NSW you must be:

- 18 years of age or older;
- born in NSW, or
- born overseas AND a resident in NSW for at least the last three consecutive years immediately before the date of your application.

### You must be born in NSW or overseas

If you were born in Australia but not NSW, you must apply to the Registry in the State or Territory of your birth.

### Multiple name changes

You may change your name once in a 12 month period and 3 times in your lifetime (exceptions may apply).

### Change of name by marriage

A person, either male or female, that marries in Australia, can change to their spouses married family name by providing a birth certificate and marriage certificate issued by the Australian Registry.

If you are not Australian citizen, or if you were marriage overseas, you should check with the relevant agencies requesting proof of your identity for their requirements. (e.g. Passport office, Embassy, NSW Roads and Maritime Services).

### Successful applications

To help us complete your application, you will need to:

- return all original birth certificates and/or change of name certificates issued by the NSW Registry of Births Deaths & Marriages;
- be honest and accurate on your application;
- explain why you want to change your name;
- choose a name that is not prohibited i.e. not rude, too long, or includes numbers or symbols. The name should not be a statement or phrase, or resemble an official title or rank recognised in Australia;
- advise all your previous change of names and/or previous names that you have used.

Note: that once the change of name has been registered and a certificate issued:

- The change of name certificate cannot be used to amend any details of a registered life event that occurred *before* the registration date of the change of name.
- Some organisations may not accept certificates if they are laminated.

### If you are a restricted person

If you are restricted person, you must contact your supervising authority to seek permission. It is an offence to apply to change your name without permission from your supervising authority.

*See page 3*

### If you have a criminal record

If you have been convicted of any offence that is punishable by imprisonment for 12 months or more, you must advise us.

Note: 'An offence that is punishable by imprisonment for 12 months or more' does not mean that you have been sentenced to this period of time for the offence. It relates to the maximum penalty you could have received for that offence.

*See page 10.*

### Permission for a police check

We request your permission to apply for a National Police Check with the NSW Police Force. There is no cost to this check. If you choose not to, we may ask you to provide a recent National Police Certificate. This will be at your own cost.

*See page 10*

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## Before lodging your application

Please read and complete all information on the application

### Warning

It is an offence to make a false or misleading statement in any application or document under the *BDMR Act*. Penalties apply.

It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents.

### Can my application be refused?

Yes. The Registrar may refuse your application if:

- you are ineligible, or
- if you have changed your name 3 times or more in NSW or another State, or
- if you have changed your name within the last 12 months in NSW or another State, or
- your new name would be a prohibited name.

The Registrar may require you to provide more documentation until satisfied of your age and identity, and that your change of name is not made for a fraudulent or improper use.

### Unsuccessful applications

The fee for registering a change of name includes processing your application and certificate. If your application is declined or cancelled, only the certificate fee is refunded. All change of name applications are recorded. You will be notified if your application is unsuccessful and a reason will be provided.

### Attach required identification

You must establish proof of your current identity by:

- providing the required identity documents. If issued by overseas authorities they must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).

*See page 6.*

- providing photo identification. If you are unable to provide official photo identification, you must attach a passport size photograph that has been witnessed and signed by a guarantor.

*See page 11.*

- providing evidence of any previous legal name change (e.g., marriage certificate, deed poll).

*See page 8.*

### Use our Checklist

- Incomplete applications may cause delays. Before lodging your application, please make sure you have everything right.

*See page 14.*

- We request you return original NSW certificates. If you have lost your NSW birth certificate and/or NSW change of name certificate, you must complete the certificate return declaration on page 13.

*See page 13.*

## Options to lodge

### Online

**Save time by using our online service. It's easy convenient, safe and secure.**

You can complete this online at [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

### By post

- NSW Registry of Births Deaths & Marriages  
GPO Box 30, Sydney NSW 2001

*Attach photocopies of your identification. (do not mail originals).*

*See page 6.*

### In person

**Service NSW Service Centre**

Find locations at: [www.service.nsw.gov.au](http://www.service.nsw.gov.au)

- Bring your original identification.

*See page 4.*

## Enquiries

Phone: 13 77 88

Service NSW: Monday to Friday 7am – 7pm

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- [bdm@yourfeedback.nsw.gov.au](mailto:bdm@yourfeedback.nsw.gov.au)

[www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)

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## Restricted persons

The *BDMR Act* restricts certain groups of persons from changing their name without the permission of a supervising authority. It also restricts people from making a change of name on behalf of a restricted person. Restricted persons in NSW are:

- an inmate of a correctional centre.
- a person on remand.
- a parolee.
- a periodic detainee.
- a person subject to a supervision order.
- a forensic patient.
- a correctional patient.

## Are you required to get approval?

Persons under the supervision of the Commissioner of Corrective Services, the Mental Health Review Tribunal, or the NSW Police Commissioner, must obtain approval from that authority before making an application. Making an application without approval is an offence under the *BDMR Act*.

## Exemptions to these restrictions

- Persons who have been convicted of an offence under a law of the Commonwealth.
- Persons who are the subject of a warrant under the *Commonwealth Defence Force Discipline Act 1982* and are in a correctional centre pursuant to a punishment imposed under that Act.
- Persons who are detainees within the meaning of the *Commonwealth Migration Act 1958* and who are held in a correctional centre.
- Persons who are in the keeping of a correctional officer under Section 250 of the *Crimes (Administration of Sentences Act) 1999*.
- Persons who are a former serious offender because of the commission or alleged commission of an offence under a law of the Commonwealth.

## Are you a registrable person?

- If you are a registrable person under the *Child Protection (Offenders Registration) Act 2000*, you must contact the Child Protection and Sex Crimes Squad of the NSW Police, to seek permission to apply to change your name. Note: It is an offence to apply to change your name without permission of the Commissioner of the NSW Police.

## If unsure of your status, contact:

- LawAccess NSW on 1300 888 529 (Monday to Friday 9am to 5pm excluding public holidays).
- Inmates can call Prisoners Legal Service or LawAccess NSW on the Common Auto Dial List (CADL) as a free call – just press 11# (Legal Aid) and 2# (LawAccess).

## Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our Access Policy and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our Privacy Collection Notice, available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

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## Identity and Residence

You must provide one form of identity from each list, and all identification must be current (not expired).

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose photocopies of each identity document. Do not send original documents with your application unless it is your NSW birth or change of name certificate.

| Born in NSW  | OR | Born overseas AND residing in NSW for at least the last 3 years  |
|--|----|--|
| <p><b>Category 1: Proof you were born/registered in NSW</b></p> <p>Australian birth certificate (original)</p> <p><b>You must return your original NSW birth certificates and/or NSW change of name certificate.</b></p> <p><i>If you have lost your birth certificate and/or change of name certificate, you must complete the Certificate return declaration on page 13.</i></p>   |    | <p><b>Category 1: Proof of your right to reside in Australia</b></p> <p>Australian Citizenship Certificate</p> <p>ImmiCard</p> <p>New Zealand Citizenship together with New Zealand passport</p> <p>New Zealand birth certificate</p> <p>Certificate of Registration of Descent</p>  |
| <p><b>Category 2: Link between photo and signature</b></p> <p>Australian passport</p> <p>Australian driver licence</p> <p>Proof of age card, or photo card issued by an Australian State or Territory government agency</p> <p>NSW Corrective Services Certificate</p> <p><i>If you can't provide photo ID see page 11.</i></p>  |    | <p><b>Category 2 – Link between photo and signature</b></p> <p>Australian Passport</p> <p>Foreign passport containing a current visa</p> <p>Australian driver licence</p> <p>Australian firearm licence</p> <p>Proof of age card, or photo card issued by an Australian State or Territory government agency</p> <p>NSW Corrective Services Certificate</p> <p><i>If you can't provide photo ID see page 11.</i></p> |
| <p><b>Category 3: Evidence of name usage within the community</b></p> <p>Medicare card</p> <p>Private health care card</p> <p>Centrelink pensioner concession card, or other entitlement card</p> <p>Australian Department of Veteran's Affairs card</p> <p>Security licence</p> <p>Student or tertiary identity card</p>  |    | <p><b>Category 3: Evidence of name usage within the community</b></p> <p>Medicare card</p> <p>Private health care card</p> <p>Centrelink pensioner concession card, or other entitlement card</p> <p>Australian Department of Veteran's Affairs card</p> <p>Security licence</p> <p>Student or tertiary identity card</p>  |
| <p><b>Category 4: Proof of adult's residential address</b></p> <p>Please note that if you have already attached a proof of age card or photo card issued by an Australian State or Territory, a current driver's licence or Centrelink card that contains your correct NSW residential address, you are not required to attach any further documents for category 4.</p> <p>Recent utility bill (electricity, water or gas) with current residential address (must have been issued in the last three months) Council rates notice (issued in last 12 months) Lease agreement accompanied with rental ledger history</p> <p>Superannuation fund statement</p> <p><i>PO boxes and bank statements are NOT accepted.</i></p> |    | <p><b>Category 4: Proof you have been residing in NSW for at least the last 3 years before applying</b></p> <p><i>For acceptable documents see page 5</i></p>  |
|  |    | <p><b>For people who are not born in NSW</b></p> <p>One identification document must show your place of birth. If you cannot provide this on one of the above listed documents, you can provide an expired passport or a foreign birth certificate.</p>  |

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## Category 4: Overseas Born ONLY

### Proof of 3 years recent NSW residency

You must provide proof of residency in NSW for 3 consecutive years immediately preceding the date of this application.

**PO Boxes and bank statements are not accepted.**

Provide one document for each year, with the most current document less than 3 months old.

The documents must show date of issue, your name and your residential address.

Please provide a total of 4 documents.

### How to prove 3 years residency in NSW

**Example:** If you submit your application on 26 July 2023, you will need to provide:

1 x document issued in 2020, with date of issue prior to 26 July 2020;

1 x document issued in 2021;

1 x document issued in 2022;

1 x document issued in 2023, with date of issue within the last 3 months leading up to 26 July 2023.

### Examples of documents

These may include, and are not limited to the following types of documents.

- Council rates notices
- Rental history ledger with Lease agreement
- Bond lodgement notice
- Utility bills
- School reports
- University/TAFE transcripts
- Insurance policy
- E-toll statements
- Infringement notices
- Electoral enrolment confirmation
- Superannuation fund statement
- Private health care statements

### Need help?

If you have been a resident for 3 consecutive years but do not have all your documents, please contact us for assistance.  
Phone **13 77 88**.

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## Application starts here

### Warning

If you knowingly provide false information in this application, you may be guilty of an offence under Section 57 of the *Births, Deaths and Marriages Registration Act 1995*.

Section 57 – False representation: A person who makes a representation in an application, notice or document under this Act or in response to a notice under Section 44 of this Act (Registrar’s powers of inquiry), knowing the representation to be false or misleading in a material particular, is guilty of an offence. Maximum penalty: 100 penalty units or 2 years imprisonment, or both.

It is also an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents.

**The person who is requesting to change their name is required to complete this fillable PDF by typing in responses for each field.** (If you are using a pen, initial all corrections. Do not use white out).

### Part 1: Screening Questions

- Are you a restricted/registrable person?**
  - Yes** Contact your supervising authority. See Page 3.
  - No** Go to question 2.
- Where were you born?**
  - NSW** Go to question 4.
  - Overseas** Go to question 3.
  - Interstate** Apply with the Registry in the State or Territory of your birth.
- Have you been a resident of NSW for the last 3 years before the date of this application?**
  - Yes** Go to question 4.
  - No** Contact us: 13 77 88.
- Have you already changed your name three times in any Registry within Australia?**
  - Yes** Contact us: 13 77 88.
  - No** Go to question 5.
- Have you changed your name within the last 12 months before the date of this application?**
  - Yes** Contact us: 13 77 88.
  - No** Go to Question 6.
- Are you changing your name because you are married in Australia?**
  - Yes** Check with the relevant organisations if you need to register a change of name before proceeding.
  - No**

### Part 2: Your Details

Your family name at birth

Your given names at birth

Date of birth

Sex

Male

Female

Place of birth: City/State

Place of birth: Country

### Your parents' details as recorded on your birth certificate

Mother or Parent family name

Mother or Parent family name at their birth (maiden)

Mother or Parent given names

Father or Parent family name

Father or Parent family name at their birth (maiden)

Father or Parent given names

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## Details of your change of name

Complete all name fields

| Part 3: Your new name   | Part 4: Current name you are using |
|-------------------------|------------------------------------|
| New family name         | Current family name                |
| New first given name    | Current first given name           |
| New other given name(s) | Current other given name(s)        |

## Part 5: Former name(s)

Have you previously changed your name in Australia or overseas or used any other name(s) in the past?

- No**     *go to PART 6.*
- Yes**     *you must provide evidence of how you changed your name:*
- list all previous names used;
  - provide documents showing these names;
  - provide copies of change of name certificates from other states/territory or overseas;
  - this also includes a change of name by marriage, deed poll, divorce, common usage, and any other official documents.

## You must list all previous names used

Failure to list all previous names may result in your application being unsuccessful.

| Family name | Given name(s) | Date change | Where changed |
|-------------|---------------|-------------|---------------|
|             |               |             |               |
|             |               |             |               |
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## Reasons for change of name

### Part 6: Why are you changing your name?

You need to provide a reason for your change of name application to be considered. If you are married in Australia, please check with the relevant organisations if you need to register a change of name.

Write a brief statement explaining the reason for changing your name. One or two word explanations such as 'personal', 'professional', 'passport' or 'driver licence' are not sufficient and may result in your application being unsuccessful.

Please supply any relevant documents to support your application (e.g. your marriage certificate if you were married overseas).

### Part 7: NSW Born ONLY

#### Do you want your new name recorded on your birth certificate?

- Yes** You will receive a birth certificate in your new name with a notation listing all your former name(s).
- No** You will receive a change of name certificate only. You need to purchase a birth certificate to link your names. Your birth certificate will have an endorsement that a name change has been completed. Your new name is not shown on your NSW birth certificate. An additional certificate fee is required. See Fees Schedule.

- ⓘ You *must* return ALL your birth and/or change of name certificate(s) as they will no longer be valid after your change of name is complete.
- ⓘ Some organisations may require both birth AND change of name certificates to prove your identity. Please check with the organisation requesting your identity documents for their requirements (e.g. Australian Passports Office, driver licencing authorities).



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## Criminal records check

**Part 8: Can we apply for a National Police check for you with NSW Police?**

You are not required by law to consent, however if you answer NO it may delay your application.

- Yes**      There is no cost involved.
- No**        We may ask you to purchase a National Police Certificate from the NSW Police. The Registry will contact you. Any certificate issued before the lodgement date of this application will NOT be accepted.

**Part 9: Have you been convicted of an offence that is punishable by imprisonment for 12 months or more?**

‘An offence that is punishable by imprisonment for 12 months or more’ does not mean that you were sentenced to a term of imprisonment of 12 months or more. It relates to the maximum penalty you could have received for that offence.

A conviction includes the making of an order under Section 10 of the *Crimes (Sentencing Procedure) Act 1999*. A conviction does not include a spent conviction.

If you are unsure please contact LawAccess NSW on 1300 888 529.

**Please choose from one of the two following statements:**

- No**        I have not been convicted of any offence that is punishable by imprisonment for 12 months or more,  
OR
- Yes**        I have been convicted of offence(s) that is punishable by imprisonment for 12 months or more.  
The details are listed below:

| Date | Type of Offence | Outcome of the conviction |
|------|-----------------|---------------------------|
|      |                 |                           |
|      |                 |                           |
|      |                 |                           |
|      |                 |                           |
|      |                 |                           |
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|      |                 |                           |

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## Photo identification

**Part 10: Have you supplied a photo identity document listed on page 4?**

e.g. Passport, Driver Licence, Photo Card issued by a Government agency?.

- Yes**      Go to page 12.
- No**        A guarantor must complete this page with your photo.

If you have not supplied current photo identification, a guarantor must complete this photo identification declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

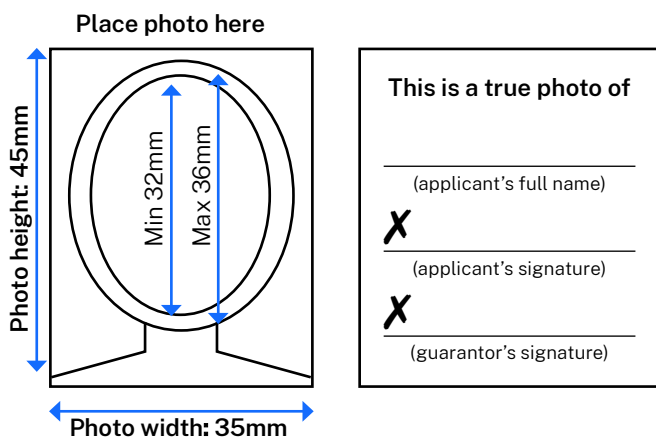
**The guarantor MUST:**

- not be related by birth or marriage to the person changing their name;
- not be a de facto partner of the person changing their name;
- not have lived with the person in the last 12 months;
- be 18 years of age or over;
- endorse the back of the photograph writing: “this is a true photo of” (the applicant’s full current name) and signing their own name.

**Your photograph MUST:**

- Measure 45mm high and 35mm wide.
- Be signed on the back by you.
- Be endorsed on the back by the guarantor with their name and signature.

Please **DO NOT** glue or staple down the photo



**Guarantor’s details**

Guarantor full name

Date of birth

Residential address *(PO BOX cannot be accepted)*

Guarantor phone number

Guarantor email

How do you know the person in this photo *(e.g. friend, colleague)?*

How long have you known this person?

**Guarantor’s declaration**

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

I authorise the NSW Registry of Births Deaths & Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor’s signature

Date signed

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## Your declaration

### Part 11: Declaration

I declare that:

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I understand that the NSW Registry of Births Deaths & Marriages may confirm or verify the validity of any document provided with this application to establish identity and eligibility for this change of name to be registered.
- I will use my new name stated at PART 3 on all my identification documents.
- I will not seek to use my new name for a fraudulent or improper purpose.
- I have read and understand all the information and instructions in this document including the information about privacy.
- By signing this application, I am allowing the Registry at its discretion to conduct checks with appropriate agencies to verify information in my application, including the authenticity of supporting documentation.

Your current given name(s)

Your current last name

Current residential address

Suburb/Town/City

State

Postcode

Country

Daytime contact number

Email address

Postal Address (if different from above)

Suburb/Town/City

State

Postcode

Country

Signature

Date signed

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## Certificate return

Have you ever had a NSW birth or NSW change of name certificate?

**Yes**

**No**

Are you able to return your original NSW birth or NSW change of name certificates?

**Yes**

**No**

If you cannot provide originals of previously issued NSW birth or NSW change of name certificates, you are required by this notice to answer the following.

**Please advise reasons why?**

### Declaration

I am unable to provide originals of my NSW birth or previous NSW change of name certificates due to the reasons above.

If I find the certificate in the future, I will not use it to identify myself.

Your current full name

Signature

Date signed

**Please return this completed Notice with your application.**

- Notice issued to an individual pursuant to section 44(2) of the BDMR Act.
- It is an offence to fail to comply with this notice issued under section 44(2), without reasonable excuse.
- It is an offence to make false representation in response to this notice under section 57 of the Act.
- A person who fails to return the original certificate without reasonable excuse is guilty of a criminal offence under section 59.

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## Checklist

### Make sure you have everything right!

#### NSW Born ONLY

##### I have completed the following:

- Part 1 – Screening questions.
- Part 2 – You and your parents' details.
- Part 3 – Your new name.
- Part 4 – Current name you are using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your name.
- Part 7 – Do you want your new name recorded on your birth certificate?
- Part 8 – Can we apply for a National Police check for you with the NSW Police force?
- Part 9 – If I have been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor (if you cannot provide a photo identification).
- Part 11 – Signature of person changing their name.
- Completed Payment Details on page 15.

##### I have also provided the following:

- Copies of identification, if applying by post or original identification if applying in person.
- All required supporting documents;
  - Including documents providing evidence of former name(s) listed in PART 5.
- Original NSW birth and/or change of name certificate(s) with my application, or completed the Section 44 notice on page 13.

#### Overseas Born ONLY

##### I have completed the following:

- Part 1 – Screening questions.
- Part 2 – You and your parents' details.
- Part 3 – Your new name.
- Part 4 – Current name you are using.
- Part 5 – Former name(s).
- Part 6 – Why you are changing your name.
- You will receive a change of name certificate only.
- Part 8 – Can we apply for a National Police check for you with the NSW Police force?
- Part 9 – If I have been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 – Photo Guarantor (if you cannot provide a photo identification).
- Part 11 – Signature of person changing their name.
- Completed Payment Details on page 15.

##### I have also provided the following:

- Copies of identification, if applying by post or original identification if applying in person.
- All required supporting documents;
  - Including documents providing evidence of former name(s) listed in PART 5.
- My proof of residency in NSW by including at least four documents to cover the last three years.
- Any previous original NSW change of name certificates, or completed the Section 44 notice on page 13.

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**You can complete this fillable form on your computer by typing in responses for each field.**

*(If completing by hand, use a black or blue pen — print clearly and initial all corrections. Do not use white out).*

**Do you require Priority processing of your application?**

**Yes** *Fee applies, see our website for details.*

**NOTE:** To apply, you MUST select certificate/s in boxes below (e.g. 1)

**Standard Birth certificate** (NSW born only)

**Change of Name certificate**

If born in NSW, select Standard Birth certificate and/or Change of Name certificate.

If born overseas, select Change of Name certificate.

## Current name details

Family name

Given name(s)

Address

Suburb/Town/City

State/Territory

Postcode

Country

Delivery Address  
*(if different from above)*

Suburb/Town/City

State/Territory

Postcode

Country

Phone number

Email address

Signature  
of applicant

International Registered Post

## Your birth details

Date of birth

Present age

Family name

Given name(s)

Place of birth

*Suburb/Town/City*

## Payment details *(complete this section for all mail applications)*

Total Amount \$

Please debit my: AMEX  Mastercard  Visa  OR Enclosed is a cheque\*/money order

Card number

*\*Make cheques payable to NSW Department of Customer Service (non Priority only)*

Name  
of cardholder

Expiry date

Signature  
of cardholder

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.