

## Certificate entitlement

If your Change of Name was registered with the NSW Registry of Births Deaths & Marriages after 1 April 1996 you can use this application to apply for a certificate.

**If you are applying for your own certificate**, you must provide:

- Three forms of your own ID (see below).

**If you are applying for a certificate on behalf of another person**, you must provide:

- A Letter of Authority (available at: [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm)) giving permission from the person named on the certificate or if deceased, their next-of-kin. Please include their address, phone number and signature.
- Three forms of ID from the person giving permission (see below).
- Three forms of your own ID (see below).

## Identification (ID)

Please provide at least three forms of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three forms of ID. At least two of these must be from category 3.

All documents except foreign passports must be current.

### Category 1

#### If born in Australia:

- An Australian birth certificate

#### Record of immigration status:

- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

### Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card

### Category 3

- Medicare card
- Centrelink or Department of Veterans Affairs card
- Security guard/Crowd control licence
- Tertiary education institution ID card

### Category 4

- Recent utility account with current residential address (issued within last three months)

## 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](https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice), available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/privacy-collection-notice>.

## Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.



#### Lodging by post

GPO Box 30  
SYDNEY NSW 2001



#### Lodging in person

Service NSW service centres  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au)



#### Phone: 13 77 88

- Monday to Friday (7am-7pm)



#### Hearing/Speech impaired, phone:

- TTY 133 677
- NRS 1300 555 727



#### Translating and Interpreting, phone:

- TIS National 131 450

# Replacement change of name certificate application



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Births Deaths and Marriages Registration Act 1995 ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.



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

**PRINT clearly in BLACK pen and complete all details.**

Do you require Priority processing of your application? Yes Fee applies, see website for details. International Registered Post

Please specify the quantity you wish to receive e.g.

## Change of name certificate

Reason certificate is required  
(e.g. passport, school)

Your relationship to the registered person  
(e.g. self, mother)

## Applicant's details (details of person completing this form).

Please provide copies of three forms of current identification with your application.

Family name

First given name

Other given name(s)

Company name  
(if applicable)

Company reference number  
(if applicable)

Current Address

Suburb/Town/City

State/Territory

Postcode

Country

Postal address  
(if different from above)

Suburb/Town/City

State/Territory

Postcode

Country

Contact number

Email

Signature  
of applicant

I have read and understand all the instructions in this document including the information about privacy. I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and that it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

## Details of certificate required

Date of birth

Present age

Registration number  
(if known)

Date change of  
name registered\*

\*If date unknown, period to be searched: NSW only holds records of change of names registered on or after April 1, 1996  
(Note: Each extra 10 year search or part thereof incurs a cost)

From

To

### Name at birth

Family name

First given name

Other given name/s

### New name

Family name

First given name

Other given name/s

### Place of birth

Country

Suburb/Town/City

### Parent 1 details

Family name  
(Current)

Family name at birth

First given name

Other given name/s

### Parent 2 details

Family name  
(Current)

Family name at birth

First given name

Other given name/s

**Payment details** (complete this section for mail applications only). Please refer to [www.nsw.gov.au/bdm](http://www.nsw.gov.au/bdm) for fees.

Total Amount \$

Please debit my: AMEX

Mastercard

Visa

Contact Service NSW on 13 77 88 to discuss alternate payment methods if required

Card number

Name of  
cardholder

Expiry date

Signature  
of cardholder