

Application to register a change of name for a child (under 18)

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

General information

Eligibility

To apply to change the child's name in NSW, the child must be:

- under 18 years of age, and
- born in NSW, or
- born overseas AND a resident in NSW for at least the last 3 consecutive years immediately before the date of your application.

You must be born in NSW or overseas

If the child was born in Australia but not NSW, please apply to the Registry in the State or Territory where the birth is registered.

Multiple name changes

In NSW, you can only change a child's name once in a 12 month period and 3 times in their lifetime. Whilst exceptions exist these are subject to the Registrar's personal approval.

Both parents must apply

Both parents named on the child's birth certificate must apply to change their child's name.

If only one parent is applying

One parent can apply alone if:

- they are the *only* parent named on the child's birth certificate, or
- the other parent is deceased, or
- A court has specifically approved the proposed change of name.

If neither parent is applying

An Australian court **must** have allocated parental responsibility for the child to person(s) other than the parent. Examples include:

- Minister of Family and Community Services, or
- grandparent(s),
- aunt and uncle, or
- other people with parental responsibility that are not the parents.

If the child is a restricted person

If the child is a restricted person, you must contact the supervising authority to seek permission. It is an offence to apply to change the child's name without permission from the supervising authority.

See page 3.

If the child has a criminal record

If the child has 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 the child has been sentenced to this period of time for the offence. It relates to the maximum penalty the child could have received for that offence.

See page 11.

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 for the child. This will be at your own cost.

See page 11.

Successful applications

To help us complete your application, you need to:

- return all original birth certificates and/or change of name certificates issued by the NSW Registry of Births Deaths & Marriages for the child;
- be honest and accurate on your application;
- explain why you want to change the child's 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 previous change of names and/or previous names that the child has 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.

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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:

- the child is ineligible, or
- the child has changed their name 3 times or more in NSW or another State, or
- the child has changed their name within the last 12 months in NSW or another State, or
- the new name would be a prohibited name.

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

Unsuccessful applications

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

Attach required identification

You must establish proof of the child's 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 5.

- providing photo identification for parents and child, if aged 12 years or more. If unable to provide official photo identification, you will need to provide a recent photo signed by a guarantor.

See pages 12, 13, 14

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

See page 9.

Use our Checklist

- Incomplete applications may cause delays. Before lodging your application, please make sure you have everything right.
See page 18.
- We request you return original NSW certificates. If you have lost the child's birth certificate and/or change of name certificate, you must complete the certificate return declaration on page 17.

See page 17.

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

By post

- NSW Registry of Births Deaths & Marriages
GPO Box 30, Sydney NSW 2001
Attach photocopies of your identification certified by an approved witness (do not mail originals).

See page 6.

In person

Service NSW Service Centre

Find locations at: www.service.nsw.gov.au

- Bring your original identification to be certified.

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

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.

Is the child 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.

Is the child a registrable person?

- If the child is 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 for a change of name.
- Note: It is an offence to apply for a change of name without permission of the Commissioner of the NSW Police.

If unsure of child's 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 of the child

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

- You must provide one document from each category 1, 2, 3 and 4. If applying in person, you must bring the original document(s).

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

Born in NSW	OR	Born overseas AND residing in NSW for at least the last 3 years
Category 1: Proof the child was born/registered in NSW NSW birth certificate (original) If applicable, you must return your child's original NSW birth certificates and NSW change of name certificates. <i>If you have lost your child's birth certificate and/or change of name certificate, either parent must complete the Certificate return declaration on page 17.</i>		Your child's overseas birth certificate to prove you are the birth parents Overseas birth certificate of your child (if not English, you must also provide a translated version).
Category 2: Link between photo and signature Australian passport Australian driver licence Proof of age card, or photo card issued by an Australian State or Territory government agency NSW Corrective Services Certificate <i>If you can't provide photo ID for your child and they are over 12 years of age, see page 12.</i>		Category 1: Child's right to reside in Australia Australian Citizenship Certificate ImmiCard New Zealand Citizenship together with New Zealand passport New Zealand birth certificate Certificate of Registration of Descent
Category 3: Evidence of name usage within the community Medicare card Private health care card Centrelink pensioner concession card, or other entitlement card Student or tertiary card Printed immunisation history record from the Australian Childhood Immunisation Register.		Category 2: Link between photo and signature Australian passport Foreign passport containing current visa Australian driver licence Proof of age card issued by a government agency Photo ID card issued by a government agency NSW Corrective Services Certificate <i>If you can't provide photo ID for your child and they are over 12 years of age, see page 12.</i>
Category 4: Proof of child's residential address School reports Private health care statement		Category 3: Evidence of child's name usage within the community Medicare card Private health care card Centrelink pensioner concession card, or other entitlement card Student or tertiary identity card
		Category 4: Proof child has 3 years recent NSW residency <i>PO BOXES and bank statements are not accepted.</i> Provide one document per year, with the most current less than 3 months old. Please provide a total of 4 documents: School reports, invoices for school, childcare or preschool fees. Centrelink family payment advice Health care statements Private health care statements

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Identity of applicant

You must provide documents to prove your identity.

- The documents must be current (not expired).
- You must provide one document from each category 1, 2, 3 and 4.

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application.

Born in NSW	Person(s) with parental responsibility (e.g. grandparents, aunt and uncle)
Category 1: Proof of your right to reside in Australia - Australian Citizenship Certificate - Australian Birth Certificate - ImmiCard - New Zealand Citizenship Certificate - New Zealand Birth Certificate <i>If you don't have current photo ID, see page 13 - 14</i>	Proof you have parental responsibility - A Minute of Care Order allocating you full parental responsibility of the child - A Custody Order that allocates you full parental responsibility of the child
Category 2: Link between your photo and signature - Australian driver licence - Australian passport - Foreign passport containing a current visa - Proof of age card, or photo card issued by Australian State or Territory government agency - Firearms licence - NSW Corrective Services Certificate <i>If you don't have current photo ID, see pages 13 - 14.</i>	Category 3: Your operation in the community - Medicare card - Private health care card - Centrelink pensioner concession card, or other entitlement card - Australian Department of Veteran's Affairs card - Security licence - Student or tertiary identity card
Category 3: Evidence of name usage within the community - Medicare card - Private health care card - Centrelink pensioner concession card, or other entitlement card - Australian Department of Veteran's Affairs card - Security licence - Student or tertiary identity card	Category 4: Proof of your current residential address <i>Please note that if you have already attached 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.</i> - Council rates notice (issued in last 12 months) - Recent utility bill (electricity, water or gas) with current residential address (must have been issued in the last three months) - Lease agreement accompanied with rental ledger history - Superannuation fund statement
Category 4: Proof of your current residential address <i>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.</i> - 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 - Superannuation fund statement <i>PO boxes and bank statements are NOT accepted.</i>	OR
	NSW Family & Community Services (FACS)
	Proof you have parental responsibility Minute of Care Order allocating the parental responsibility of child to the Minister of FACS.
	Approval for change of name request Letter from the FACS Case Manager requesting the change of name.
	Proof of your employment with FACS FACS Work Identification.

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Registry approved witnesses

For postal applications, the following people can certify copies of your identity documents.

A *certified* copy of an identity document is a photocopy of the identification that has an endorsement on it saying it is a true copy of an original document.

1. Justice of the Peace (JP).
2. Notary Public.
3. Practising Solicitor / Lawyer.
4. Service NSW Officer.
5. A person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
 - Chiropractor; Dentist; Legal practitioner; Medical practitioner; Nurse; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trademarks attorney; Veterinary surgeon.
6. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.
7. A person who is in the following list:
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
 - Australian Consular Officer or Australian Diplomatic Officer.
 - Bank officer with 5 or more continuous years of service.
 - Building society officer with 5 or more years of continuous service.
 - Chief executive officer of a Commonwealth court, or Clerk of a court.
 - Commissioner for Affidavits.
 - Commissioner for Declarations.
 - Credit union officer with 5 or more years of continuous service.
 - Employee of the Australian Trade Commission who is: in a country or place outside Australia; and authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and exercising his or her function in that place.
 - Employee of the Commonwealth who is: in a country or place outside Australia; and authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and exercising his or her function in that place.
 - Fellow of the National Tax Accountants' Association.
 - Finance company officer with 5 or more years of continuous service.
 - Judge of a court, or a Magistrate.
 - Registered Marriage celebrant.
 - Master of a court.
 - Member of Chartered Secretaries Australia.
 - Member of Engineers Australia, other than at the grade of student.
 - Member of the Association of Taxation and Management Accountants.
 - Member of the Australasian Institute of Mining and Metallurgy.
 - Member of the Australian Defence Force who is: an officer; or a non-commissioned officer with 5 or more years of continuous service; or a warrant officer.
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.
 - Member of: the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory.
 - Minister of religion.
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public.
 - Permanent employee with 5 or more years of continuous service who is not specified in another item in this list of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority; or a local government authority.
 - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
 - Police officer.
 - Registrar, or Deputy Registrar, of a court.
 - Senior Executive Service employee of: the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority.
 - Bailiff, Sheriff, or Sheriff Officer.
 - Teacher employed on a full-time basis at a school or tertiary education institution.

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Application starts here

False representation

If you knowingly provide false information, you may be guilty of an offence under S57 of the BDMR Act.

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.

Both parents or person/s with parental responsibility are 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

1. Is the child a restricted/registrable person?

Yes ☐ *Contact your supervising authority. See Page 3.*

No ☐ *Go to question 2.*

2. Where was the child born?

NSW ☐ *Go to question 5.*

Overseas ☐ *Go to question 3.*

Interstate ☐ *Apply with the Registry in the State or Territory of the birth.*

☐ *Born overseas or interstate and child's birth was registered in NSW.*

3. Does the child have an overseas birth certificate?

Yes ☐ *Go to question 4.*

No ☐ *You must obtain a court order to change the child's name.*

4. Has the child been a resident of NSW for the last 3 years before the date of this application?

Yes ☐ *Go to question 5.*

No ☐ *Contact us: 13 77 88.*

5. Has the child already changed their name 3 times in Australia?

Yes ☐ *Contact us: 13 77 88.*

No ☐ *Go to question 6.*

6. Has the child changed their name in the last 12 months before this application?

Yes ☐ *Contact us: 13 77 88.*

No ☐ *Go to question 7.*

7. Who is applying to change the child's name?

Parent(s).

Person(s) with parental responsibility.

None of the above.

8. Which parents are applying?

Both parents recorded on the child's birth certificate are applying.

I am the only parent recorded on the child's birth certificate.

Both parents are recorded on the child's birth certificate, but one parent is deceased.

One parent is applying with court order concerning the child.

One parent is applying along with a representative from the Department of Family & Community Services (FACS). 2 persons applying.

One parent is applying, & another person with parental responsibility. 2 persons applying.

9. Has there been any involvement by the Department of Family & Community Services in respect to the child?

Yes ☐ *Please provide details below.*

No ☐

10. Has an Australian court made orders concerning the child or are there proceedings pending before any Australian court concerning the child?

Yes ☐ *Please provide a copy of all court orders made.*

No ☐



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About the child

Part 2: Child details			Parent details as recorded on the child's birth certificate
Family name at birth			Mother or parent 1 family name
First given name at birth			Mother or parent 1 family name at birth
Other given names at birth			Mother or parent 1 given names
Date of birth	Sex Male Female		Father or parent 2 family name
Place of birth: City/State			Father or parent 2 family name at birth
Place of birth: Country			Father or parent 2 given names

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Details of the change of name

Complete all name fields

Part 3: New name of the child

New family name

New first given name

New other given name(s)

Part 4: Current name of the child

Current family name

Current first given name

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 certified documents showing these names;
- return all previous original NSW change of name certificates and/or NSW birth certificates for the child;
- provide certified 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. This also includes change of name by parent's marriage and/or by common usage.

Family name	Given name(s)	Date change	Where changed

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Reasons for the child's change of name

Part 6: Why are you changing the child's name?

You need to provide a reason for the child's change of name application to be considered.

Write a brief statement explaining the reason for changing the child's 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.

Part 7: NSW born ONLY

Do you want the child's new name recorded on the birth certificate?

- Yes** ☐ The birth certificate will show the child's new name with a notation listing all the former name(s)
- No** ☐ The child's new name will not be shown on the birth certificate only. You will need to purchase a birth certificate to link your names.

The birth certificate will have an endorsement that a name change has been completed.
An additional certificate fee is required. *See website for fees.*

Many organisations will not accept this type of certificate for identification purposes.
If you choose this option, you will receive a Change of Name certificate.

- !** You *must* return ALL the child's birth and/or change of name certificate(s) as they will no longer be valid after the child's change of name is complete.

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Criminal records check

Part 8: Can we apply for a National Police check for the child 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: Has the child 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 child was sentenced to a term of imprisonment of 12 months or more. It relates to the maximum penalty the child 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:

The child has NOT been convicted of any offence that is punishable by imprisonment for 12 months or more,

OR

The child has been convicted of offence(s) 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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Photo identification for child

Part 10: If the child is aged 12 years or over, is a photo identification supplied?

e.g. Passport, Driver Licence, Photo Card issued by a Government agency? See page 4.

Yes ☐ Go to page 13.

No ☐ A guarantor must complete this page with a photo attached of the child.

If the child is aged 12 years or over, and has not supplied a current photo identification, a guarantor must complete this declaration.

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

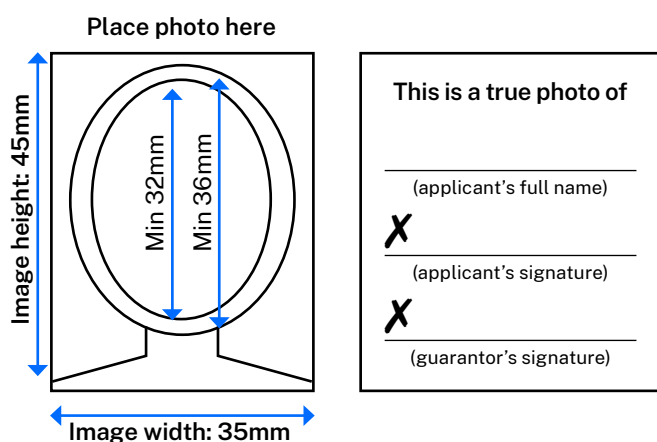
The guarantor MUST:

- 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 child's current full name) and signing their own name.

Your photograph MUST:

- Measure 45mm high and 35mm wide.
- Be signed on the back by the child.
- 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 child (*e.g. friend, colleague*)?

How long have you known the child?

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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Photo identification for mother (parent 1)

Part 11: Is a photo identification supplied for the mother (parent 1)?

e.g. Passport, Driver Licence, Photo Card issued by a Government agency? See page 5.

Yes ☐ Go to page 14.

No ☐ A guarantor must complete this page with a photo attached of parent 1.

If the mother has not supplied current photo identification, a guarantor must complete this declaration.

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

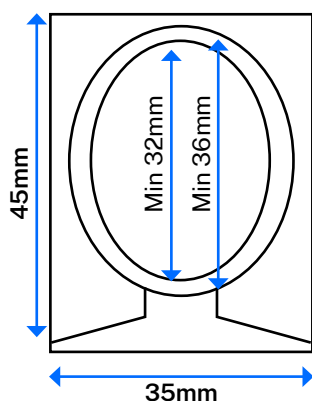
The guarantor MUST:

- 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 parent's full name) and signing their own name.

Your photograph MUST:

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

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



This is a true photo of	
_____	(applicant's full name)
X	(applicant's signature)
X	(guarantor's signature)

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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Photo identification for father (parent 2)

Part 12: Is a photo identification supplied for the father (parent 2)?

e.g. Passport, Driver Licence, Photo Card issued by a Government agency? See page 5.

Yes ☐ Go to page 15.

No ☐ A guarantor must complete this page with a photo attached of parent 2.

If the mother has not supplied current photo identification, a guarantor must complete this declaration.

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

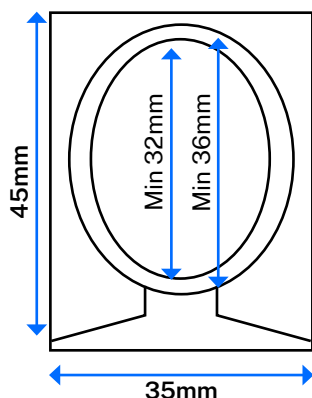
The guarantor MUST:

- 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 parent's full name) and signing their own name.

Your photograph MUST:

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

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



This is a true photo of	

(applicant's full name)	
X	_____
(applicant's signature)	
X	_____
(guarantor's signature)	

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

Application to register a change of name for a child (under 18)

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

Child's consent

Part 13: Signature of the child (if over 12 years)

If the child is aged 12 years or over, they are required to give consent and provide a signature

Child

If you do not want to change your name, do not sign this form.

If you want to change your name, sign and date this form in the box below.

Child's signature

Date signed

Witness

Witness must be over 18 years old; and not be a parent or person with parental responsibility for the child.

Full name of witness to child's signature

Witness's signature

Date signed

Parental declaration

Part 14: Declaration of parent(s) or person(s) with parental responsibility

I / we declare that:

- I / we understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I / we 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.
- The child will use the new name stated at PART 3 on all his/her identification documents.
- The child will not seek to use the new name for a fraudulent or improper purpose.
- I / we have read and understand all the information and instructions in this document including the information about privacy.
- The information I/we have provided is true and correct.
- By signing this application, I / we are allowing the Registry at its discretion to conduct checks with appropriate agencies to verify information in the child's application, including the authenticity of supporting documentation.

Declaration continues overpage...

Please complete your details and provide signature(s) on the next page.

Application to register a change of name for a child (under 18)

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

Part 14a: Declaration of applicant(s)

Mother (parent 1) Person with parental responsibility	Father (parent 2) Person with parental responsibility
Family name of mother/parent, etc.	Family name of mother/parent, etc.
Given names	Given names
Current residential address (include postcode)	Current residential address (include postcode)
Phone	Phone
Email	Email
Postal address (if applicable) (include postcode)	Postal address (if applicable) (include postcode)
Signature	Signature
Date signed	Date signed

Part 14b: NSW Department of Family & Community Services

Family name	First given name
Job title	
Current work address	Postcode
Phone	Email
Signature	Date signed

Application to register a change of name for a child (under 18)

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

Certificate return

Has the child ever had a NSW birth or NSW change of name certificate?

Yes ☐

No ☐

Are you able to return the child's original NSW birth or NSW change of name certificates?

Yes ☐

No ☐

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

I am unable to provide originals of the child's NSW birth or NSW change of name certificates.

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

Please advise reasons why?

Mother's full name (Parent 1 / Person with parental responsibility)

Signature

Date signed

Father's full name (Parent 2 / Person with parental responsibility)

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.

Application to register a change of name for a child (under 18)

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

Checklist

Make sure you have everything right!

NSW Born ONLY

I have completed the following:

- Part 1 Screening questions.
- Part 2 Child's and parents' details.
- Part 3 The child's new name.
- Part 4 Current name the child is using.
- Part 5 Former name(s).
- Part 6 Why you are changing the child's name.
- Part 7 Do you want the child's new name recorded on the birth certificate?
- Part 8 Can we apply for a NSW National Police check for the child?
- Part 9 If the child has been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 Photo Guarantor for the child (if the child cannot provide a photo identification).
- Part 11 Photo Guarantor for Mother (if mother cannot provide a photo identification).
- Part 12 Photo Guarantor for Father (if father cannot provide a photo identification).
- Part 13 Signature of the child (if 12 years of age or over).
- Part 14 Declaration of parents or person(s) with parental responsibility.
- Completed Payment Details on page 19.

I have also provided the following:

- Certified 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 NSW change of name certificate(s) with my application, or completed the Section 44 notice on page 17.

Overseas Born ONLY

I have completed the following:

- Part 1 Screening questions.
- Part 2 Child's and parents' details.
- Part 3 The child's new name.
- Part 4 Current name the child is using.
- Part 5 Former name(s).
- Part 6 Why you are changing the child's name.
- You will receive a change of name certificate only.
- Part 8 Can we apply for a NSW National Police check for the child?
- Part 9 If the child has been convicted of an offence that is punishable by imprisonment for 12 months or more.
- Part 10 Photo Guarantor for the child (if the child cannot provide a photo identification).
- Part 11 Photo Guarantor for Mother (if mother cannot provide a photo identification).
- Part 12 Photo Guarantor for Father (if father cannot provide a photo identification).
- Part 13 Signature of the child (if 12 years of age or over).
- Part 14 Declaration of parents or person(s) with parental responsibility.
- Completed Payment Details on page 19.

I have also provided the following:

- Certified 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 4 documents to cover the last 3 years.
- Any previous NSW change of name certificates, or completed the Section 44 notice on page 17.

Payment details to register a change of name for a child (under 18)

ABN 81 913 830 179. GPO BOX 30 Sydney NSW 2001.



You can complete this application online at: 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

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).

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

Standard Birth certificate (NSW born only)

Change of Name certificate

Do you require Priority processing of your application?

Yes Fee applies, see our website for details.

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

If born overseas, select Change of Name certificate.

Applicant 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

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.

Current details of child

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.