



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

Eligibility

- The child must be under 18 years of age;
- The child is born and/or the birth is registered in Western Australia (WA); **or**
- If the child was not born in WA but born overseas, they must be an Australian citizen or permanent resident and have continuously resided in WA for twelve (12) months immediately preceding the application.
- A child can only change their name **once** in any 12 month period unless there are exceptional circumstances.

Note: If the child was born in another State or Territory of Australia you must apply to change your child's name in their birth State. You cannot apply to the WA Registry.

Who can apply

- Where a child is under 18 years of age and has not been married:
 - both parents may apply to change the child's name; **or**
 - one parent may apply if they are the sole parent named in the child's birth registration; **or**
 - one parent makes an application and the other parent is deceased. A death certificate must be provided; **or**
 - an order from the Family Court (9224 8222) is provided with this application; **or**
 - legal guardian(s) may apply if both parents are deceased (death certificates required), cannot be found or for some other reason cannot exercise their parental responsibilities (proof of guardianship must be provided – refer to Supporting documentation (g)).

Please contact the Registry on **1300 305 021** for further advice if the:

- child was born in WA, is under 12 months of age and only the given name(s) are to be changed; **or**
- natural parents marry after the child's birth; **or**
- natural father's details are to be included in the child's birth registration.

Instructions for completing this application

- Print clearly with black ink only.
- Symbols and abbreviations must **not** be used.
- To make an alteration, cross out the mistake and initial the change.
- Do not use correction fluid or tape.
- Do not fax or email the application form.
- If any requirements are not met, the application will not be accepted.
- If you do not provide additional information requested by the Registry within 28 days, your application will be cancelled and a refund of any payment will be posted separately.

Additional information

Notification

If the change of name application is successful:

- Any person whose birth is registered in WA will have the new name noted at the bottom of their birth certificate. That notation will appear on all birth certificates issued after the change of name

is registered. The original birth name will still be recorded on the birth certificate. A birth certificate including the change of name notation is available on payment of an additional fee. Refer to Part 8 for fees.

- Name changes may be notified to other organisations, for example the Police Department, Passport Office, Department of Immigration and Border Protection (DIBP) and Department of Transport.

Can my change of name be refused?

The Registrar may refuse the application if:

- a. if you are unable to produce the required proof of identity documents; **or**
- b. you have failed to advise of previous changes of name for the child in WA or other State/Territories; **or**
- c. the child is ineligible, or the new name is considered to be a prohibited name i.e. obscene or offensive, too long, includes symbols without phonetic significance, or is considered to be against the public interest; **or**
- d. there is reason to believe that the application has been made for fraudulent or improper purposes.

You will be notified in writing if your application is unsuccessful.

Supporting documentation

- a. Provide at least three (3) forms of identification for the parent(s) or guardian(s) with the application.
- b. The applicant(s) must provide photo identification.
- c. If you are applying in person, original documents must be provided.
- d. If applying by post, clear copies certified by a qualified witness as being "true copies" of the original documents must be provided. Visit our website at www.bdm.justice.wa.gov.au for a list of persons who can certify documents.
- e. Overseas documents must be translated in Australia into English by an accredited NAATI translator. Overseas translations will not be accepted.
- f. Proof of any previous legal name change of the child must be presented (eg name change, deed poll, citizenship).
- g. If legal guardian(s) are applying on behalf of the child, a Court stamped copy of the Court Order granting legal guardianship of the child must be provided along with an Order from the court stating the child's new name. Refer to Questions 27 & 28.
- h. Children aged 12 years or over must also sign the consent section on page 5.
- i. Other documents requested by the Registry.

Born overseas (ONLY)

- j. If the child is an Australian citizen born overseas, their Birth Certificate, current Passport and Citizenship Certificate must be provided.
- k. If the child was born overseas and a permanent resident, their Birth Certificate, a current Passport and proof of residency status must be provided.
- l. If the child was born overseas, the applicant must provide at least two (2) separate forms of documentary evidence of living or have been ordinarily resident in WA for the twelve (12) months immediately preceding the application.

For detailed requirements refer to **Part 5 – Identification and Residency**.

Processing time

- Allow a minimum of fifteen (15) working days to process your application, and a further ten (10) working days if paying by personal cheque.
- An incomplete application will not be accepted.

False information

It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths, and Marriages Registration Act 1998*. Penalties apply.

Part 1 - Child's details

1. Name Changing From

a. Surname (family name)

b. Given name(s)

2. Name at birth (if different from above)

a. Surname (family name)

b. Given name(s)

3. Gender

Male Female

4. Date of birth

 / /

5. Place of birth (Must provide child's birth certificate if not born in WA)

a. Suburb/Town

b. State

c. Country

6. If born overseas, the child is:

an Australian citizen *If yes, you must supply the child's birth certificate, current passport and citizenship certificate*

a permanent resident *If yes, you must supply the child's birth certificate, a current passport & proof of permanent residency status*

and ordinarily reside in WA for a continuous period of 12 months immediately preceding the application.

If you do not meet the above criteria you cannot lodge a Change of Name application with the WA Registry Office.

Part 2 - Child's proposed new name

7. Name you want to register

a. Surname (family name)

b. Given name(s)

Part 3 - Applicants details *parent(s) or guardian(s)*

Applicant one

8. Name of applicant

a. Current surname (family name)

b. Maiden name (family name at birth) *(if different from above)*

c. Given name(s)

9. Relationship to child

Mother Father Parent Guardian

10. Residential address

a. Street number and name *(PO boxes not accepted)*

b. Suburb/Town

c. State

d. Postcode

11. How long have you lived at this address?

years

months

12. Daytime phone number

13. Email address

14. What is your preferred method of contact

Mail Phone Email

15. Are you the sole parent/guardian of the child?

No *Go to question 17.*

Yes *If the other parent/guardian is deceased, a death certificate must be provided if they died outside of WA.*

16. Death registration number (WA only) *(if known)*

Go to question 24

Applicant two

17. Name of applicant

a. Current surname (family name)

b. Maiden name (family name at birth) *(if different from above)*

c. Given name(s)

Applicant two (continued)

18. Relationship to child

- Mother Father Parent Guardian

19. Residential address

a. Street number and name (PO boxes not accepted)

b. Suburb/Town

c. State

d. Postcode

20. How long have you lived at this address?

years

months

21. Daytime phone number

22. Email address

23. What is your preferred method of contact

- Mail Phone Email

Part 4 - Supporting information

24. Why are you changing your child's name?

You need to provide a detailed reason in order for this name change application to be considered.

Write a statement explaining the reason for changing your child's name. One or two word explanations such as "personal", "passport" or "school" are not sufficient and may result in your application being declined. Please supply any relevant documents to support your application. You can write your reason on a separate page if there is not enough space below.

25. Have you previously changed your child's name (legally) in Australia or overseas?

- No *Go to question 26.*
 Yes *You must provide details of each name used and show evidence of each change of name. Failure to list all previous names may result in your application being declined.*

Previous names

If your child has had more than two (2) previous change of names, attach a separate sheet with the details below.

a. Surname (family name)

Given name(s)

Date changed

Where changed (Australian state or overseas country)

How changed (eg name change, deed poll)

b. Surname (family name)

Given name(s)

Date changed

Where changed (Australian state or overseas country)

How changed (eg name change, deed poll)

26. Have you ever had an application to change your child's name refused in any Australian state or territory?

If you have had more than one refused application provide all details on a separate attachment.

- No *Go to question 27.*
 Yes Application date

Where?

27. Do you have a Court Order from the Family Court granting you legal guardianship of the child?

- No I am the natural parent(s) *Go to question 28.*
 Yes You must submit the following:
- A stamped Court Order granting you legal guardianship. A Custody Order is not sufficient.
 - An Order from the court stating the new name of the child (see question 28).

28. Do you have a Court Order from the Family Court which states your child's name be changed?

- No *Go to question 29.*
 Yes You must submit a copy of the Court Order. The Order must state that your child's current name is to be changed to the new name.

Part 5 - Identification and residency

29. Was your child born overseas?

- No *Go to question 30.*
- Yes You must provide (in addition to ID requirements in question 30):
- the child's birth certificate showing both parents details; and
 - if an Australian citizen and born overseas, a current passport and the child's Citizenship certificate; or
 - if a permanent resident and born overseas, the child's current passport and proof of permanent residence status.

30. Identity documents for the parent(s) or guardian(s)

You must provide at least **three** forms of identification:

- One document from each List (1, 2 and 3). At least one containing a photograph; **or**
- One from List 1 and two from List 2. At least one containing a photograph, **or**
- Two from List 2 and one from List 3. At least one containing a signature.

All forms of identification **MUST** be **current**.

Documents from List 3 **MUST** show your **current residential address**.

Any documents from List 3 that do not have a date of issue or expiry displayed will not be accepted.

Bank statements, utility accounts or rates notices **MUST** have been issued within the last six months.

If you cannot provide current photo identification from List 1, refer to 'photo and signature' section on page 5.

31. Residency documents (*if the child was born overseas*)

- The child **MUST** be an Australian citizen or permanent resident of Australia and have been ordinarily residing (permanently living) in WA for twelve (12) continuous months immediately leading up to the date of application.
- Provide at least two (2) separate forms of documentary evidence that you have been living in WA for the 12 months immediately preceding your application. The Registry may make further enquiries about your living arrangements in the 12 months prior to your application before approving any change of name.
- Evidence of your current residency should not be older than twelve months (except your WA photo driver's licence) and must show transactions or some other form of evidence that you have resided in WA for the preceding 12 months.
- Evidence of residency must state your **current address** and where applicable all previous WA addresses within the last 12 months, and clearly show a 12 month history of you living in WA.

For examples of what may be accepted as proof of living in WA please refer to the back page

- All photocopies of documents must be certified as true copies by an authorised person.
- The Registrar can refuse to register a change of name if you do not meet the requirements.
- The Registry will not accept any papers that do not have a date of issue displayed.
- In extraordinary circumstances the Registry may accept evidence of residency older than 12 months but only where they clearly link to other forms of evidence of you living in WA. You must discuss this with Registry staff before lodging your application.

List 1 - Evidence of link between photo and signature

- Australian driver's licence
- Australian passport
- Australian firearm's licence
- Defence Force/police ID card
- Australian Citizenship Certificate with evidence of residence status
- WA Photo Card, Over 18 or Proof of Age Card
- Australian learner driver's permit card

List 2 - Evidence of operating in the community

- Debit or credit card (one or the other, not both) issued by a financial institution
- Document of identity issued by the Passport Office
- Entitlement card issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- Full Birth certificate issued in Australia (birth extracts not accepted)
- Medicare card
- Naturalisation, citizenship or immigration papers issued by the Department of Home Affairs (DHA)
- Overseas passport with current Australian Entry Permit
- Security guard or crowd control licence (Australian)
- Student identity document or statement of enrolment issued by an educational institution, including Tertiary (should include photo and/or signature)
- Working with children card

List 3 - Evidence of current residential status

- Driver's licence renewal notice
- Motor vehicle registration
- Financial institution statement less than 6 months old
- Property lease or tenancy agreement
- Shire/water rates notice
- School or other educational report or certificate less than 12 months old
- Utility account less than 6 months old (gas, electricity, home phone, etc)

Note: The Registry may at its discretion conduct checks to verify the authenticity of your documentation provided with this application.

Certification requirements

Applying in person - original documents must be provided.

Applying by post - please send clear **certified** photocopies of your identification documents with your application.

Photocopies of identification will only be accepted if they are **certified by a qualified witness** as being "true copies" of the original documents.

Visit www.bdm.justice.wa.gov.au for a list of people who can certify documents.

Part 5 - Identification and residency (continued)

Photograph and signature of parent(s)/guardian(s)

32. Have you supplied an identity document from List 1?

- Yes *Go to question 41.*
- No You must provide two recent passport sized photographs signed on the back by a Guarantor

Photograph

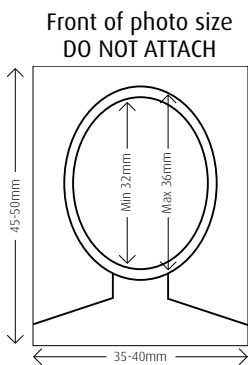
- must be a professional passport photo standard.
- be no more than three months old.
- show only head and top of shoulders.
- be between 35mm and 40mm wide and between 45mm and 50mm high.
- be printed on photographic paper, with no marks on the image.
- show you without any hat or other head covering.
- if you wear a head covering for religious reasons, the photo must show your face from bottom of chin to top of forehead and both edges of your face.
- be attached to this form with a paperclip (do not staple).
- be signed on the back by a Guarantor along with your name and signature.

Guarantor

The Guarantor must:

- not be related to you by birth or marriage.
- not be a de facto partner.
- not live at the same address as you.
- be 18 years of age or over.
- have known you for at least one (1) year.

If more than one Guarantor, attach a separate sheet with the details below.



Guarantor must endorse on the back of the photo

This is a true photo of

full name of subject

signature of subject

signature of Guarantor

Guarantor's details

33. Surname (family name)

34. Given name(s)

35. Current residential address (PO Boxes not accepted)

a. Street number and name

b. Suburb/Town

c. State

d. Postcode

36. Daytime phone number

37. Which applicant are you Guarantor for?

- Applicant 1
- Applicant 2

38. How do you know the applicant? (eg doctor, friend)

39. How long have you known the applicant?

 years months

40. Guarantor's declaration

- I declare that the information I have provided is true and correct to my knowledge and that I qualify to be a Guarantor for the person applying to change this child's name in this application.
- I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the information I have provided on this form.

a. Guarantor's signature

b. Date

Part 6 - Child's consent (12 years or older)

41. Is your child 12 years or older?

- No *Go to question 48.*
- Yes Consent must be obtained from the child unless there are exceptional circumstances

42. Are there exceptional circumstances why your child cannot give consent?

- No *Go to question 43.*
- Yes Please specify below

43. Child's declaration

I consent to my name being changed to the name listed in Part 2 of this form.

Note:

- The child must sign this declaration before a witness.
- A witness must be 18 years of age or over and not a parent or legal guardian of the child.

a. Child's signature

b. Witness signature

c. Date

Part 6 - Child's consent *(continued)*

Witness details

44. Surname (family name)

45. Given name(s)

46. Current residential address *(PO Boxes not accepted)*

a. Street number and name

b. Suburb/Town

c. State

d. Postcode

47. Daytime phone number

Part 7 - Applicant(s) declaration

48. Declaration

I declare that:

- the Information I have provided in this application is true and correct;
- The child is normally resident or was born in Western Australia;
- I wish the child to be known by the new name (legal name) stated in Part 2 of this form;
- I acknowledge I have checked and certify the new name, including given and family names as being completely accurate; and
- I understand that I will not be able to change the child's name again within 12 months without exceptional circumstance such as "personal safety".

I understand that:

- This form remains the property of the State of Western Australia and that some or all of the information may be disclosed to persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1998* or the Registry's Access policy.
- It is an offence to make a false or misleading representation in this application or its supporting documents and that penalties may apply.
- By signing the change of name application I/we consent to my/our information being checked with the document issuer or official record holder.

I certify that I have read and understood the above declaration:

a. Applicant 1 signature

b. Date

c. Applicant 2 signature

d. Date

Part 8 - Payment

49. Fees

A fee of \$173 is payable when submitting this form. However, if the change of name is part of a family application (see Family Applications below), only one payment of \$173 is payable.

The fee includes:

- Registration of a change of name
- Change of name certificate *(not a birth certificate)*

Please note:

- Family applications Where a family apply to change their name together all applications for children of that family under 18 years of age are not charged a fee. ie each adult applicant pays a full fee and each child no fee payable.
- For family applications, a change of name certificate will be provided for each person.
- Any person who is born in WA will have the new name noted at the bottom of their birth certificate. A birth certificate including the change of name notation is available on payment of an additional fee of \$49.
- If born in WA and you have a birth certificate you must return it with this application. It will be replaced FREE of charge upon registration of your change of name.

50. Order form

	Price*	Qty	Subtotal
Change of name fee	\$173		\$
Full WA birth certificate <i>(only if born in WA)</i>	\$49		\$
		Total	\$

*All prices listed are subject to change.
Confirm current fees at www.bdm.justice.wa.gov.au

51. Payment details

a. What type of application is this?

Single application

Family application

Complete payment details on one application form only.

b. How do you wish to pay?

By mail

Enclosed is the following:

Credit card *(Complete the Credit Card Payment Slip on page 7)*

Cheque *(Allow an extra 10 working days for personal cheques)*

Money order

Make cheque or money order payable to the Registrar of Births, Deaths & Marriages.

In person

The Registry accepts cash, credit cards, EFTPOS, money orders, bank and personal cheques. *Allow an extra 10 working days for personal cheques*

52. Mail the certificate(s) to:

Residential address, as per Q.10 or Q.19

Postal address - provide details below

a. Name

b. Street number and name

c. Suburb/Town

d. State

e. Postcode

Credit card payment (mail applications only)

Only complete this section **once** if part of a family application

Total \$.

Family applications:

- Fill out payment details on **one** application form only.
- Enter the change of name registration fee of \$173 plus the total of any WA birth certificates ordered.

Applicant one's surname

Applicant two's surname

Card type

MasterCard Visa

Card number

Expiry date

 /

Name on card (please print)

Signature of cardholder

Privacy and disclosure of information

The collection of information on this form is authorised by the *Births, Deaths & Marriages Registration Act 1998*.

Information shown on a Western Australian birth or name change certificate will be based on the information you provide.

Access to birth and change of name certificates is only approved in accordance with the Registry's Certificate Access and Identification policies.

Registry legislation also allows the Registrar to release information about a person to approved agencies for statistical purposes, medical research, community planning, law enforcement and other uses provided for by law.

Documents provided as proof of identity may have their authenticity verified through the online Certificate Validation Service (CertValid) and the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

General information regarding the Registry's Certificate Access and Identification policies, including the Department's policy framework about information sharing, is available from the Registry's website www.bdm.justice.wa.gov.au

Lodgement

Submit your form, payment, proof of identity and other supporting documents:

Mail: Registry of Births, Deaths and Marriages
PO Box 7720, Cloisters Square
PERTH WA 6850

In person: Level 10, 141 St Georges Terrace, PERTH

Office hours: 8.30am to 4.30pm, Monday to Friday

Enquiries: 1300 305 021

Website: www.bdm.justice.wa.gov.au

Faxed or emailed application forms will not be accepted.

Checklist

- I/We are the parent/s or guardian/s of the child listed in this form whose name is changing.
- The child is under 18 years of age.
- I/We have disclosed all current & previous names of the child.
- I have provided copies of all previous change of name certificates of the child.
- Both parents have supplied all 3 identity documents in Part 5. If either of the applicants don't have photo identification from List 1 two passport photos have been supplied which have been signed by a guarantor.
- Both parents have signed the declaration in Part 7.
- If the child is 12 years or older they have signed consent in Part 6.

If the child was born overseas:

- Their birth certificate has been provided.
- Their passport is provided.
- If the child is an Australian citizen their Citizenship Certificate is provided.
- If the child is a permanent resident proof of their residency status is provided.
- They currently live in WA and I have provided at least two (2) residency documents showing evidence of living here for at least 12 months.

If applying by mail:

- Photocopies of identity documents have been certified by a qualified witness.
- I have included payment or completed the Credit Card Payment Slip.

OFFICE USE ONLY

MO

CASH Amount \$.

CHEQUE

No ENCL

S/R No. _____

OFFICE USE ONLY

Documents that may be accepted to provide WA residency (living continuously in WA for 12 months):

- Current WA driver's licence - if photocopy is provided, must include both sides;
- Electricity or gas accounts;
- WA Local Government Council/Shire or Water Rates for the 12 months immediately preceding the date of your application;
- Copies of telephone accounts;
- Bank statements actually showing transactions conducted within Western Australia for the 12 months immediately preceding the date of your application;
- Recent official correspondence from a WA State Government or Local Government agency (not this office) not less than three months old but within twelve months showing your Western Australian residential address;
- Confirmation, on letterhead, from Centrelink of your past 12 months residential addresses as recorded by them;
- Current WA issued Working With Children Check card;
- Centrelink Card showing the applicant's name and WA address issued minimum 12 months ago;
- Official letter of confirmation from your employer confirming your employment history for the last 12 months including 12 months of pay slips showing the applicant's name and pay period dates;
- Rent/Tenancy agreement for a WA property covering the last 12 months signed by the applicant and the owner;
- School reports for children of the applicant showing the attendance records of the applicant for last 12 months;
- Medical records for the applicant or their children within the last 12 months issued by a WA based medical centre or health care nurse;
- A birth certificate of one of the family (child) born in WA any time within the past 12 months where the applicant is listed as a member of the family and the same address is shown;
- A marriage certificate for a marriage involving the applicant that took place in WA within the past 12 months and the same address is shown;
- Proof of the lodgement of the Permanent Resident Status Visa application showing WA address lodged 12 months but not more than 24 months ago in conjunction with the applicant's current passport;
- Evidence of the applicants interaction with a WA based law enforcement agency or court within the past 12 months (ie Fines enforcement agency/WA Police/Courts).