



## Change a child’s given name(s) within 12 months of their birth

- If your child was born in Western Australia and you wish to change his/her given names before the age of 12 months, this form must be completed
- This application must be made:
  - by both parents if the Birth Registration Form was signed by them
  - if the Birth Registration Form was signed by one parent, by that parent
  - if one of the child’s parents has died, by the surviving parent
  - if both parents of the child have died, cannot be found or for some other reason cannot exercise their parental responsibilities, by the child’s guardian (proof of guardianship required).
- Only one change of this kind can be made to a child’s given names within 12 months of their birth
- The fee of \$50.00 payable for this application includes the issue of a replacement standard birth certificate. See Fees webpage – Change to a Child’s Given Name
- Payment may be made by cheque or money order payable to the Registry of Births Deaths and Marriages or by MasterCard or Visa.

### Applicant’s Full Name:

Enclosed is a cheque/money order for \$		<b>OR</b> debit my MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/> for \$			
Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages					
Card No	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Expiry	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>
Cardholder name:			Signature:		

## Change a Child's given name(s) within 12 months of their birth

Please post certificate to:  Birth mother or  Other parent

### Birth Mother's name and address

I		
of	Postcode	Phone no.

### Other Parent's name and address

I		
of	Postcode	Phone no.

the parents of:

### Child's details as registered at birth

Current Given name(s):

Surname (surname will not be changed):

born at	WA on	/	/
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request that our child's **given name(s)** be changed to:

<b>New given name(s)</b> in full:

**Declaration:** I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

<b>Birth Mother's signature:</b>	<b>Other Parent's signature:</b>
Date of application: / /	Date of application: / /

## Processing times for certificate applications

**Standard** - Please allow up to 10 working days plus regular postal delivery time.

If required, please enclose a self-addressed Registered or Express Post envelope.

## Submitting your application

### By post

Complete this form and attach clear and legible copies of your identification. Post the form to:

**Registry of Births Deaths and Marriages**  
**PO Box 7720 Cloisters Square**  
**Perth WA 6850**

### In person

Complete this form and lodge it with your, **original** proof of identification and payment to:

Registry of Births, Deaths and Marriages  
Level 10/141 St Georges Terrace Perth between  
8.30 am - 4.30 pm Monday to Friday

### By email

Complete this form and email with clear and legible copies of identification to [bdm@justice.wa.gov.au](mailto:bdm@justice.wa.gov.au)

## Privacy considerations and personal records

Any documents provided with the application may have their authenticity verified through an approved online verification service.

**Please note:** 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*.

## Further information

For further information, please visit our website at [www.justice.wa.gov.au](http://www.justice.wa.gov.au) or call **1300 305 021** between 8.30 am and 4.30 pm, Monday to Friday.

## Identification requirements

When applying for a Western Australian certificate, evidence of your identity must be provided.

- You **must** provide at least **three** forms of identification:
  - One document from each List (1, 2 **and** 3). At least one containing a photograph
  - One from List 1 and two from List 2. At least one containing a photograph
  - 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**
- Bank statements, utility accounts or rates notices **must** have been **issued within the last six months**.

### List 1 - Evidence of link between photo and signature

- Australian driver's licence
- Australian passport
- Australian firearm's licence
- Defence Force/Police Identification 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
- 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 address

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