



Application to register a change of name (adult 18 years or older)

- **The fee to apply for the registration of a change of name is \$190.** Refer to page 11
- Read **all** of the instructions inside the form and answer **all** of the questions.
- A checklist has been provided on page 10 to assist you in completing the form.
- A change of name certificate can be paid for and ordered on page 11, or you can apply for a change of name certificate anytime after the change of name has been registered.
- If you need help filling out this form or have any questions, contact us on **1300 305 021**.



Application to register a change of name (adult 18 years or over)

General Information

Eligibility

- You must be 18 years of age or older;
- You must be born or your birth must be registered in Western Australia (WA); or
- If born overseas, you must be an Australian citizen or permanent resident **and** have continuously lived in WA for 12 consecutive months before the date of your application.
- If you are a Required Declarant (Restricted Person) you must have the approval of a Supervisory Authority. See page 2

Born interstate

You must apply to the Registry in the State or Territory of your birth.

Multiple name changes

You can only change your name by registration in Australia:

- **once** in any 12 month period; and
- **three** times in a lifetime as an adult unless there are exceptional circumstances.

Change of name by marriage

If married in **Australia** you can assume your spouse's name by marriage through common usage and registration of a formal change of name is not usually necessary.

The Registry is not able to advise you whether you are required to register a change of name if you choose to assume your spouse's name, were married overseas or wish to revert to your maiden name.

You must check whether you need to register a change of name in these circumstances with the organisation(s) requesting evidence of your name before applying as they will determine what is acceptable for their use to confirm your name.

Successful applications

If your application is successful:

- And you are born in WA your birth certificate will record the new name at the bottom of the certificate. This notation will appear on all birth certificates issued after the change of name is registered. Your original birth name will still be recorded on your birth certificate. A separate fee may be payable for a replacement birth certificate. See page 11
- Name changes may be notified to other organisations, such as the Police Department, Corrective Services, Passport Office, Department of Home Affairs and Department of Transport etc.

Can my change of name be refused?

The Registrar **may** refuse your application if:

1. You are unable to produce the required proof of identity documents.
2. If you have registered a change of name within the last 12 months anywhere in Australia.
3. If you have changed your name 3 times or more as an adult by registration in your lifetime anywhere in Australia.
4. You have failed to declare all previous changes of name no matter where they occurred.
5. If you are a Required Declarant (Restricted Person) and are unable to provide permission from your Supervisory Authority. See page 2
6. Where requested you decline to provide current documentation relating to your credit rating and/or a criminal history check.
7. You have outstanding debts or an adverse criminal history check.
8. You are ineligible, or your new name is considered to be a prohibited name i.e. obscene or offensive, too long, includes symbols without phonetic significance, cannot be established by repute or usage or is considered to be against the public interest.
9. 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

1. Provide at least three (3) forms of identification (ID) with your application. See page 3
2. You must provide photo identification. See pages 3, 8
3. If you are applying in person, **original** documents **must** be provided.
4. For postal applications all copies must be clear and legible.
5. Proof of all previous legal name change must be presented (eg marriage certificate, name change, deed poll, citizenship certificate).
6. Overseas documents must be translated into English by an accredited NAATI translator located in Australia. Overseas translations will not be accepted.
7. Any other additional documents requested by the Registry. See page 7

Born overseas (ONLY)

1. If you are an **Australian citizen born overseas**, your birth certificate, current passport and citizenship certificate **must** be provided.
2. If born overseas and you are a **permanent resident**, your birth certificate and a current passport or visa showing proof of your residency status **must** be provided.
3. If **born overseas**, you **must** provide at least two separate forms of documentary evidence that you have been living in WA continuously for the 12 months immediately preceding your application.

For detailed requirements refer to **Identification** (page 3) and **Residency** (page 4).

Checklist

Incomplete applications may cause delays or be refused. Before lodging your application, please use our checklist to make sure you have everything right.

See page 10

Options to lodge and Contacts

Submit your application form, payment and all supporting documents:

By mail (preferred option):

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

DO NOT MAIL ORIGINAL DOCUMENTS.

Only attach clear and legible copies. See page 3

In person:

Level 10, 141 St Georges Terrace, PERTH
8.30am to 4.30pm, Monday to Friday

Enquiries:

1300 305 021

Website:

www.justice.wa.gov.au

Faxed or emailed application forms will not be accepted.

Processing time

Allow a minimum of 15 working days to process your application, and a further 10 working days if paying by personal cheque.

Required Declarant (Restricted Person)

The *Births, Deaths and Marriages Registration Act 1998* restricts certain persons from changing their name without the approval of a Supervisory Authority. Required Declarants (Restricted Persons) in WA include:

- a **high risk serious offender**
- a **detainee**
- a **person subject to an early release order**
- a **prisoner**
- a **reportable offender**
- a **supervised offender**
- a **supervised young offender.**

If you are a Required Declarant (Restricted Person)

Before lodging any change of name application you are required to obtain the approval of your Supervisory Authority as stated below:

- **High risk serious offender** - the Chief Executive Officer of the department principally assisting in the administration of the *High Risk Serious Offenders Act 2020* Part 4 Division 2.
- **Detainee** - the Chief Executive Officer as defined in the *Young Offenders Act 1994* Section 3.
- **Person subject to an early release order** - the Prisoner's Review Board established under the *Sentence Administration Act 2003* Section 102(1).
- **Prisoner** - the Chief Executive Officer as defined in the *Prisons Act 1981* Section 3(1).
- **Reportable offender** - the Commissioner of Police.
- **Supervised offender** - the Chief Executive Officer of the department principally assisting in the administration of the provision of the *Act* under which the supervised offender is supervised or monitored.
- **Supervised young offender** - Supervised Release Review Board established under the *Young Offenders Act 1994* Section 151(1).

Privacy & disclosure of information

Information requested on this form is collected under provisions of the *Births, Deaths and Marriages Registration Act 1998* and forms the basis to determine your eligibility to register a change of name.

Information held by the Registry may be provided to government and non-government organisations for purposes such as statistical and medical research and to law enforcement agencies as well as other uses provided for by law.

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

Documents issued by this office may also be verified by other organisations using this service.

Refer to www.justice.wa.gov.au for more information.

Identification and Residency

You **must** provide at least **three (3)** forms of identification from the following lists:

- One document from each List (1, 2 **and** 3); **OR** one from List 1 & two from List 2; **OR** two from List 2 & one from List 3.
- All forms of identification **must** be **current (not expired)**.
- Documents from List 3 **must** show your **current residential address** and have an **issue or expiry date** displayed.
- Bank statements, utility accounts or rates notices **must** have been issued within the last **six months**.

Applying in person - original documents must be provided.

Applying by post - enclose clear and legible copies of each identity document. **Do not send original documents with your application.**

Born in WA

Proof you were born in Western Australia

- WA birth certificate** (original)

You must return all previously issued WA birth certificates and WA change of name certificates.

List 1 - Link between photo and signature

- Australian driver's licence (front & back)**
- Australian passport**
- Australian firearm's licence**
- Defence Force/Police ID card**
- WA Photo Card, Over 18 or Proof of Age card**
- Australian learner driver's permit card**

If you can't provide photo ID see page 8.

List 2 - Evidence of name in the community

- Debit/credit card** (one or the other, not both)
- Entitlement card** issued by Commonwealth/State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- Full Birth certificate** issued in Australia
- Medicare card**
- Security guard or crowd control licence** (Australian)
- Student identity document or statement of enrolment** issued by an educational institution, including Tertiary (include photo and/or signature)
- Working with Children Check card**

List 3 - Proof of your current residential status

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

Born overseas and residing in WA for the past 12 continuous months

Proof of your right to reside in Australia

- Birth certificate**
- Current passport**
- If an Australian Citizen your **Citizenship Certificate, OR**
- If a permanent resident **proof of your status as a permanent resident**

List 1 - Link between photo and signature

- Australian driver's licence (front & back)**
- Australian passport**
- Australian firearm's licence**
- Defence Force/Police ID card**
- Australian Citizenship Certificate**
- WA Photo Card, Over 18 or Proof of Age card**
- Australian learner driver's permit card**

If you can't provide photo ID see page 8.

List 2 - Evidence of name in the community

- Debit/credit card** (one or the other, not both)
- Document of identity** issued by the Passport Office
- Entitlement card** issued by Commonwealth/State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- 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 (include photo and/or signature)
- Working with Children Check card**

List 3 - Proof of your current residential status

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

Overseas born **ONLY**

Proof of residency in WA

You must be an **Australian citizen** or **permanent resident** of Australia and have been living continuously in WA for 12 months. Evidence is required.

How to prove you have lived in WA for the last 12 months:

- A **minimum of two (2)** separate documents showing that you have been living in WA continuously for **12 consecutive months** before the date of your application.
- The documents must state your **current residential address** not PO BOX and where applicable all previous WA addresses within the last 12 months. Evidence should not be older than 12 months (except your WA photo driver's licence).
- The Registry will not accept any documents that do not have a **date of issue** displayed.

Note:

- The Registry may make further enquiries about your living arrangements in the 12 months prior to your application before approving any change of name.
- The Registrar can refuse to register a change of name if you do not meet the requirements.

If in doubt, please contact the Registry for advice.

Examples of documents

Do you own your home?

- Rates notice (WA Local Government Council)
- Water rates
- Utility bills (gas, electricity, phone etc)
- Home insurance papers

Or, do you rent your home?

- Rent/Tenancy agreement for a WA property (covering the last 12 months signed by the applicant and the owner)
- Utility bills (gas, electricity, phone etc)
- Contents insurance papers

Do you work?

- WA issue Working with Children Check card (current)
- Official letter of confirmation from employer confirming the last 12 months employment history (including pay slips) showing applicant's name and pay period dates

Or, are you unemployed?

- Centrelink card showing your name and WA address (issued a minimum 12 months ago)
- Centrelink correspondence on letterhead showing your past 12 months residential addresses as recorded by them

Do you have a driver's licence or own a vehicle?

- WA Driver's licence (current) - if copy provided, must include both sides
- Registration papers
- Infringement notices (WA Fines Enforcement Registry)

Do you have a WA birth (child) or marriage certificate?

- A birth certificate of a child born in WA in the past 12 months where the applicant is listed on the certificate as a family member and the same address is shown
- A marriage certificate involving the applicant that took place in WA within the past 12 months showing the same address

Do you have school reports or medical records?

- School reports for children of the applicant showing the attendance records for the 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

What other documents do you have?

- Official correspondence from a WA State or Local Government agency (not this office) not less than 3 months old but within 12 months showing WA residential address
- Proof of lodgement of the Permanent Resident Status Visa application showing WA address lodged 12 months but not more than 24 months ago together with the applicant's current passport
- Evidence of the applicant's interaction with a WA based law enforcement agency or court within the past 12 months (ie WA Police/Courts)

Do you have a bank account?

- Bank statements showing transactions made within WA for the 12 months immediately preceding the date of your application

Application starts here

Register a change of name
(adult 18 years or over)

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 of a fine up to \$10,000 apply.

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 this application form.
- If any requirements are not met, this application will not be accepted.
- If you do not provide any additional information requested by the Registry within the time frame provided, your application will be cancelled and retained. Any certificate payments will be refunded and processed separately.

PART 1: Screening Questions

1. Are you a Required Declarant (Restricted Person) as defined at Section 28A of the *Births, Deaths and Marriages Registration Act 1998*?

- YES Go to Question 2
NO Go to Question 3

2. Have you obtained your Supervisory Authority approval to change your name?

- YES Go to Question 3
NO Cease application. Contact your Supervisory Authority

3. Where were you born?

- WA Go to Question 6
Overseas Go to Question 4
Interstate Cease application. Apply with the Registry in the State or Territory you were born

4. Have you been living in WA continuously for the past 12 months before the date of this application?

- YES Go to Question 5
NO Cease application. You cannot apply for a change of name in WA

5. How long have you lived in WA?

years months

6. Have you registered a change of name anywhere in Australia;

- within the last 12 months; or
- 3 times or more as an adult in your lifetime?

- YES Cease application. You cannot apply for a change of name in WA
NO Go to PART 2

PART 2: Your birth details

Your **Family** name at birth (surname)

Your **Given name(s)** at birth

Date of birth

 / /

Sex

- Male Female

Place of birth

Suburb/Town

State

Country

Born overseas, you are either:

- an Australian citizen.** You must supply:

- your birth certificate
- a current passport
- citizenship certificate and
- proof that you have lived in WA for 12 consecutive months immediately prior to this application. See page 4

- a permanent resident.** You must supply:

- your birth certificate
- a current passport or visa showing proof of your permanent residence status and
- proof that you have lived in WA for 12 consecutive months immediately prior to this application. See page 4

PART 3: Parents' details as recorded on your birth certificate

1. **Parent One's** Current family name (surname)

Family name at their birth (maiden name)

Given name(s)

2. **Parent Two's** Current family name (surname)

Family name at their birth (maiden name)

Given name(s)

PART 4: Your marriage details (if applicable)

Marital status

Single

Married

De facto

Divorced

Widowed

Separated

Full name prior to last marriage - marriage certificate(s) **must** be provided

	Date of Marriage	Place of Marriage (suburb/town, state, country)
First marriage	/ /	
Second marriage	/ /	
Third marriage	/ /	
Fourth marriage	/ /	

Details of your change of name

PART 5: Your current name (NAME CHANGING FROM)

Current Family name (surname)

Current Given name(s)

PART 6: Name you want to register (NEW NAME)

New Family name (surname)

New Given name(s)

PART 7: Reason(s) for changing your name

You must provide a detailed reason for changing your surname and/or given name(s) for your application to be considered.

One or two word explanations such as "personal", "professional", "passport" or "driver's licence" are not sufficient and your application may be declined.

Please supply any relevant documents to support your application (eg your overseas marriage certificate).

You can write your reason on the additional space provided on page 12 if there is not enough space below.

Supporting information

PART 8: Previous names

Have you previously changed your name (legally) in Australia or overseas (including marriage)?

NO Go to PART 9

YES You must provide details below of each name used and evidence of how you changed your name.
Failure to list all previous names may result in your application being declined.

Note: - this also includes a change of name by marriage.

- copies of these documents must be provided. See Supporting documentation page 1

Family name (surname)	Given name(s)	Date changed	Where changed (Australian State/Territory or overseas country)	How changed (e.g. name change, citizenship)
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

PART 9: Additional information

1. Are you a Required Declarant (Restricted Person)?

NO Go to Question 2

YES You must attach authorisation from your Supervisory Authority granting you permission to change your name. See page 2

2. Have you ever had an application to change your name refused in any Australian State or Territory?

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

NO Go to Question 3

YES Application Date / /

Where

Reason for refusal

3. Do you have any financial defaults?

NO Go to Question 4

YES You must attach a copy of your credit report under your current name and all names you have previously used.

4. Have you ever been declared bankrupt?

NO Go to Question 5

YES You must attach a letter which acknowledges your bankruptcy from the Australian Financial Security Authority or from your Trustee in Bankruptcy.

5. Have you ever been arrested, charged, on bail or convicted of a fraud related offence?

NO Go to PART 10

YES You must attach a statutory declaration explaining the circumstances of the offences.

PART 10: Photo and Identity documents

1. Are all your identity documents in your **current name?** (e.g. driver's licence, passport, Medicare card)

YES Go to Question 2

NO Please specify why not.

If not enough space below write your explanation on a separate attachment.

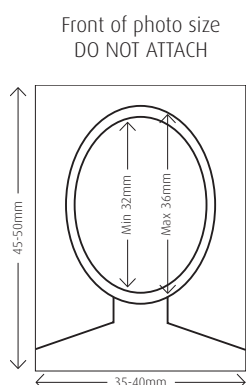
2. Have you supplied an identity document from List 1?

YES Go to PART 11

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 photos 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 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

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.

Family name (surname)

Given name(s)

Current residential address (PO Boxes not accepted)

Street number and name

Suburb/Town

State

Postcode

Daytime phone number

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

How long have you known the applicant?

years months

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 changing their 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.

Guarantor's signature

Date / /

Your declaration

PART 11: Declaration

I declare that:

- The information I have provided in this application is true and correct.
- I am a resident or was born in Western Australia.
- I wish to be known by the new name (legal name) stated in **Part 6** of this form.
- I acknowledge I have checked and certify the new name, including given and family names as being completely accurate.
- I understand that I will not be able to change this name again within 12 months and that I can only change my name three times as an adult in a lifetime without exceptional circumstance.
- At the time of this application I am / I am not a "Required Declarant" as outlined on page 2 of this form.

I understand that:

- The fee for an application to register a change of name is \$190 and will be retained regardless of the outcome of this application.
- This application is a legal process and once registered the change of name cannot be cancelled.
- This application remains the property of the State of WA 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 an application for a change of name if I am a "Required Declarant" without having obtained the approval of my Supervisory Authority to do so and that penalties apply.
- 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 consent to my information being checked with the document issuer or official record holder and understand the Registry may make additional checks with organisations such as the Passport Office, Police Department, Corrective Services, Department of Home Affairs and credit reference agencies.

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

Your current full name

Current residential address (PO Boxes not accepted)

Suburb/Town

State

Postcode

Daytime phone number

Email address

What is your preferred method of contact

- Mail Phone Email

Applicant's signature

Date / /

Checklist

WA Born ONLY

- I am 18 years of age or older.

I have completed the following:

- Part 1** - Screening questions.
- Part 2** - Your birth details.
- Part 3** - Parents' details.
- Part 4** - Marriage details (if applicable).
- Part 5** - Your current name (name changing from).
- Part 6** - Name you want to register (new name).
- Part 7** - Reason(s) for changing your name.
- Part 8** - Previous names - I have disclosed and provided copies of all current & previous change of name(s).
- Part 9** - Additional information - If I answered YES to any of these questions I have attached all relevant documentation.
- Part 10** - Photo & Identity documents - I have supplied all required identity documents. If I don't have photo identification from List 1 I have supplied two (2) passport photos signed by a guarantor.
- Part 11** - Your declaration - I have completed and signed the declaration on page 9.
- Order form** - Completed page 11.

I have also provided the following:

- My marriage certificate(s) (if applicable).
- Original WA birth certificate.
- Authorisation from my Supervisory Authority if I am a "Required Declarant".
- All required supporting documents.

If applying by mail:

- I have included clear and legible copies of my identity documents and have **not** included originals.
- I have included payment **or** completed the Credit Card Payment Slip on page 11.

Overseas Born ONLY

- I am 18 years of age or older.

I have completed the following:

- Part 1** - Screening questions.
- Part 2** - Your birth details.
- Part 3** - Parents' details.
- Part 4** - Marriage details (if applicable).
- Part 5** - Your current name (name changing from).
- Part 6** - Name you want to register (new name).
- Part 7** - Reason(s) for changing your name.
- Part 8** - Previous names - I have disclosed and provided copies of all current & previous change of name(s).
- Part 9** - Additional information - If I answered YES to any of these questions I have attached all relevant documentation.
- Part 10** - Photo & Identity documents - I have supplied all required identity documents. If I don't have photo identification from List 1 I have supplied two (2) passport photos signed by a guarantor.
- Part 11** - Your declaration - I have completed and signed the declaration on page 9.
- Order form** - Completed page 11.

I have also provided the following:

- My marriage certificate(s) (if applicable).
- My birth certificate.
- My passport.
- I have provided my **Australian Citizenship Certificate** or **permanent residency visa**
- Residency documents - I currently live in WA and have provided at least two (2) residency documents showing evidence of living here continuously for at least 12 months.
- Authorisation from my Supervisory Authority if I am a "Required Declarant".
- All required supporting documents.

Note: Overseas documents **must** be translated into English by an accredited NAATI translator located in Australia.

If applying by mail:

- I have included clear and legible copies of my identity documents and have **not** included originals.
- I have included payment **or** completed the Credit Card Payment Slip on page 11.

Order form

Fees

The fee for application to register a change of name is \$190 and will be retained regardless of the outcome. The fee is payable when submitting this application.

Note:

- **Family applications** - When a family applies 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.
- A **separate fee** is payable for all change of name certificates.
- Any person who is born in WA will have the new name noted at the bottom of their birth certificate.
- 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. Otherwise a separate fee is payable.

Product / Service	Fee*	Qty	Subtotal
Application for registration of a change of name	\$190		\$
Change of name certificate	\$55		\$
Full WA birth certificate (only if born in WA)	\$55		\$
Total			\$

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

Payment details

1. What type of application is this?

- Single application
 Family application

Complete payment details on one application form only

2. How do you wish to pay?

- By mail**
Enclosed is the following:
 Credit card
Complete the Credit Card Payment Slip
 Cheque
Allow an extra ten (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 ten (10) working days for personal cheques

Mail the certificate(s) to:

- My residential address (per the Declaration on page 9)
 Postal address - provide details below

Name

Street number and name **or** PO Box

Suburb/Town

State

Postcode

Family applications:

- Fill out payment details on **one** application form only.
- Enter the application for registration of a change of name fee of \$190, **plus** the total of any certificate(s) requested and forward payment to the Registry.

Credit card payment (mail applications only)

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

Applicant's surname

Card type MasterCard Visa Total \$

Card number Expiry date /

Name on card (please print)

Signature of cardholder

PART 7: Reason(s) for changing your name continued

OFFICE USE ONLY
