



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

- **The fee to apply for the registration of a change of name is \$190.** Refer to page 15
- Read **all** of the instructions inside the form and answer **all** of the questions.
- A checklist has been provided on page 14 to assist you in completing the form.
- A change of name certificate can be paid for and ordered on page 15, 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 (child under 18 years)

General Information

Eligibility

- The child must be under 18 years of age;
- The child must be born or their birth must be registered in Western Australia (WA); or
- If the child was born overseas, they must be an Australian citizen or permanent resident **and** have continuously lived in WA for 12 consecutive months before the date of this application. See page 2
- If the child is a Required Declarant (Restricted Person) they must have the approval of a Supervisory Authority. See page 2

Please contact the Registry on 1300 305 021 for further advice if any of the following apply:

- Child was born in WA, is under 12 months of age and only the given name(s) are to be changed.
- Birth parents marry after the child's birth.
- Parent's details are to be added to the child's birth registration if not included when birth was first registered.

Born Interstate

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

Multiple name changes

A child's name can only be changed by registration in Australia **once** in any 12 month period unless there are exceptional circumstances.

Who can apply

When a child is under 18 years of age and has not been married:

- Both parents must 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
- A sealed court order from the Family Court 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 [7]). See pages 2, 5

Successful applications

If the change of name application is successful:

- And your child was born in WA their 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. The original birth name will still be recorded on the birth certificate. A separate fee may be payable for a replacement birth certificate. See page 15
- 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 child's 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 the child had a change of name registered within the last 12 months anywhere in Australia.
3. You have failed to declare all previous changes of name no matter where they occurred.
4. If the child is a Required Declarant (Restricted Person) and you are unable to provide permission from their Supervisory Authority. See page 2
5. The child is ineligible, or their 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.
6. 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 for the parent(s) or guardian(s) who are making the application. See page 3
2. You must provide photo identification for the child (if aged 12 years or more) and the parent(s) or guardian(s) who are making the application. See pages 3, 9-11

Supporting documentation (cont...)

3. If applying in person, **original** documents **must** be provided.
4. For postal applications, all copies must be clear and legible.
5. Proof of previous legal name change(s) of the child must be presented (eg name change, citizenship certificate). See page 7
6. Overseas documents must be translated into English by an accredited NAATI translator located in Australia. Overseas translations will not be accepted.
7. If the application to change the child's name is being lodged in accordance with a court order (ie by a court appointed guardian, single parent or otherwise) then a formally issued and sealed copy of all court orders must be provided with a statutory declaration confirming the orders are current and no further orders are in existence. Before lodging any application the applicant should contact the Registry and confirm if the court orders are suitable for changing the child's name. See page 5
8. Children aged 12 years or over must also sign the consent section of this application. See page 12
9. Any other additional documents requested by the Registry.

Born overseas (ONLY)

1. If the child is an **Australian citizen born overseas**, their birth certificate, current passport and citizenship certificate **must** be provided.
2. If the child was born overseas and a **permanent resident** of Australia, their birth certificate and a current passport or visa showing proof of their residency status **must** be provided.
3. If the child was **born overseas**, you **must** provide at least two (2) separate forms of documentary evidence of the parents, and if available the child living in WA continuously for the 12 months immediately preceding this application. See page 4

Checklist

Incomplete applications will cause delays and may be refused. A checklist has been included to assist you in ensuring you have met all the requirements prior to submitting your application. See page 14

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

Options to lodge and Contacts (cont...)

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

Phone:

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 your child is a Required Declarant (Restricted Person)

Before lodging any change of name application you are required to obtain the approval of the child's 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).

Identification and Residency

You **must** provide at least **three (3)** forms of identification for the applicant(s) (not the child) 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 your child was 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
 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 pages 9-11.

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 child's right to reside in Australia

- Birth certificate**
 Current passport
 If an Australian Citizen their **Citizenship Certificate**, **OR**
 If a permanent resident **proof of their 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 9-11.

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

The child and parents **must** be **Australian citizens** or **permanent residents** of Australia and if applicable the child must have lived in WA continuously 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 the applicant(s) have been living in WA continuously for **12 consecutive months** before the date of this 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 the applicant(s) living arrangements in the 12 months prior to this 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

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

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 school reports or medical records?

- School reports for the child showing the attendance records for the last 12 months
- Medical records for the child within the last 12 months issued by a WA based medical centre or health care nurse

Do you have a bank account?

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

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

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 WA birth (child) or marriage certificate?

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

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 a 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)

Application starts here

Register a change of name (child under 18 years)

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 may not be accepted.
- If you do not provide any additional information requested by the Registry within the time frame provided, this application will be cancelled and retained. Any certificate payments will be refunded and processed separately.
- **Both parents must sign the bottom of pages 5 to 8 and 12.** You **must** also sign the declaration on page 13.

PART 1: Screening Questions

- 1. Is the child 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. Has the child obtained the approval of their Supervisory Authority to change their name?**
 YES Go to Question 3
 NO Cease application. Contact the child's Supervisory Authority
- 3. Where was the child born?**
 WA Go to Question 6
 Overseas Go to Question 4
 Interstate Cease application. Apply with the Registry in the State or Territory where the child was born
- 4. Have the applicants and child 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 and the child lived in WA?**
 years months
- 6. Has the child already changed their name anywhere in Australia by registration within the last 12 months before the date of this application?**
 YES Cease application. You cannot apply for a change of name in WA
 NO Go to Question 7
- 7. Are both parents applying?**
 YES Go to PART 2
 NO Go to Question 8
- 8. Is only one parent applying?**
 YES Go to Question 9
 NO Go to Question 11
- 9. Are you the only parent named on the child's birth certificate?**
 YES Go to PART 2
 NO Go to Question 10
- 10. Is the other parent deceased?**
 YES Go to PART 2. Provide a copy of the other parent's death certificate if not deceased in WA
 NO Go to Question 11
- 11. Do you have a sealed court order from the Family Court granting you legal guardianship of the child or an order changing the child's name?**
 YES You must submit:
 - A sealed court order granting you legal guardianship. A Custody Order is **not** sufficient; and
 - A sealed court order from the court stating the new name of the child.
 Go to PART 2
 NO Cease application. You cannot apply for a change of name unless you have this sealed court order from the Family Court

Applicant One signature

Applicant Two signature

PART 2: Child's birth details

Family name at birth (surname)

Given name(s) at birth

Date of birth

 / /

Sex

Male Female

Place of birth

Suburb/Town

State

Country

Born overseas, the child is either:

- an Australian citizen.** You must supply:
- their birth certificate
 - a current passport
 - citizenship certificate and
 - proof that they have lived in WA for 12 consecutive months immediately prior to this application. See page 4

- a permanent resident.** You must supply:
- their birth certificate
 - a current passport or visa showing proof of their permanent residency status and
 - proof that they have lived in WA for 12 consecutive months immediately prior to this application. See page 4

PART 3: Parents' details as recorded on the child's birth certificate

Parent One's current family name (surname)

Parent Two's current family name (surname)

Family name at their birth (maiden name)

Family name at their birth (maiden name)

Given name(s)

Given name(s)

Details of the change of name

PART 4: Child's current name (NAME CHANGING FROM)

Current Family name (surname)

Current Given name(s)

PART 5: Child's name you want to register (NEW NAME)

New Family name (surname)

New Given name(s)

Applicant One signature

Applicant Two signature

PART 6: Reason(s) for changing your child's name

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

One or two word explanations such as "personal", "passport" or "school" are not sufficient and your application may be declined.

Please supply any relevant documents to support your application. You can write your reason on the additional space provided on page 16 if there is not enough space below.

PART 7: Previous names

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

NO Go to PART 8

YES You must provide details below 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.

Note: copies of these documents must be provided (see Supporting documentation page 2).

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

PART 8: Additional information

1. Is the child a Required Declarant (Restricted Person)?

NO Go to Question 2

YES You must attach authorisation from the child's Supervisory Authority granting permission to change the child's name. See page 2

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

If you had more than one (1) refused applications provide all details on a separate attachment.

NO Go to PART 9

YES Application Date / /

Where

Reason for refusal

Applicant One signature

Applicant Two signature

PART 9: Applicants details parent(s) or guardian(s)

Applicant One

1. Name of applicant

Current surname (family name)

Given name(s)

2. Relationship to child

Mother Father Parent Guardian

3. Residential address

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

Suburb/Town

State

Postcode

4. How long have you lived at this address?

years months

5. Daytime phone number

6. Email address

7. What is your preferred method of contact

Mail Phone Email

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

NO Go to Question 10

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

9. Death registration number (WA only) (if known)

10. Have you supplied an identity document from List 1? See page 3

NO Fill out PART 10(2) - Photo ID of applicant one (page 10). Go to Applicant Two

YES Go to Applicant Two

Applicant One signature

Applicant Two

1. Name of applicant

Current surname (family name)

Given name(s)

2. Relationship to child

Mother Father Parent Guardian

3. Residential address

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

Suburb/Town

State

Postcode

4. How long have you lived at this address?

years months

5. Daytime phone number

6. Email address

7. What is your preferred method of contact

Mail Phone Email

8. Have you supplied an identity document from List 1? See page 3

NO Fill out PART 10(3) - Photo ID of applicant two (page 11)
Go to PART 10(1).

YES Go to PART 10(1) - Photo ID - Child.

Applicant Two signature

PART 10: Photo Identification of child

Identification - Only if no photo ID provided

1. If the child is aged 12 years or over, can you supply photo identification from List 1?

(e.g. passport)

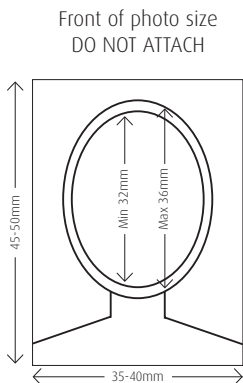
See page 3

YES Go to Question 2 (page 10)

NO You must provide **two (2)** 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 the bottom of the chin to the top of the 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 the child by birth or marriage.
- not be a de facto partner.
- not live at the same address as the child or applicant.
- be 18 years of age or over.
- have known the child 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?

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 / /

PART 10: Photo Identification for applicant one

Identification - Only if no photo ID provided

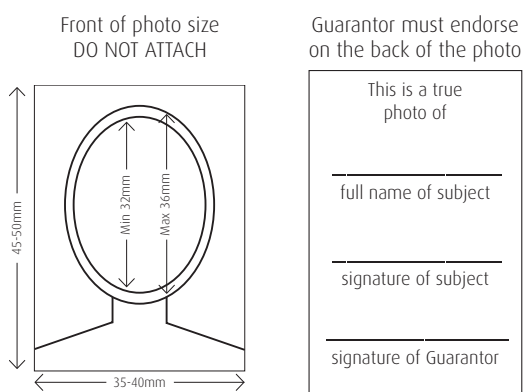
2. Is photo identification supplied for Applicant One from List 1? (e.g. passport, driver's licence)

See page 3

- YES Go to Question 3 (page 11)
NO You must provide **two (2)** 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 the bottom of the chin to the top of the 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'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 the child 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?

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

PART 10: Photo Identification of applicant two

Identification - Only if no photo ID provided

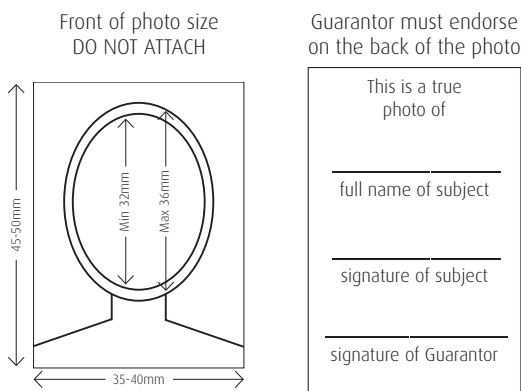
3. Is photo identification supplied for Applicant Two from List 1? (e.g. passport, driver's licence)

See page 3

- YES Go to PART 11
NO You must provide **two (2)** 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 the bottom of the chin to the top of the 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'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 the child 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?

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 / /

Child's consent

PART 11: Signature of the child (12 years or older)

1. Is your child 12 years or older?

NO Go to PART 12

YES Consent must be obtained from the child unless there are exceptional circumstances.

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

NO Go to Question 3

YES Please specify below. If there is not enough space below, attach a separate page.

3. Child's declaration

I consent to my name being changed to the name listed in Part 5 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 court appointed guardian of the child.

Child's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

4. Witness details

Surname (family name)

Given name(s)

Current residential address (PO Boxes not accepted)

Street number and name

Suburb/Town

State

Postcode

--	--	--	--

Daytime phone number

--	--	--	--	--	--	--	--	--	--

I declare that I have witnessed

sign this consent and I am satisfied the child understands the consent given.

Witness signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Applicant One signature

Applicant Two signature

Declarations

PART 12: Declaration of Applicant(s)

I declare that:

- The information I have provided in this application is true and correct.
- The child is a resident or was born in Western Australia.
- I wish the child to be known by the new name (legal name) stated in **Part 5** 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 the child's name again within 12 months.
- At the time of this application **child is** / **is 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 or changed.
- 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 for a child who is a "Required Declarant" without having obtained the approval of the Supervisory Authority. Penalties of a fine up to \$10,000 apply.
- It is an offence to make a false or misleading representation in this application or its supporting documents. Penalties of a fine up to \$10,000 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.

Applicant One - full name

Signature

Date

Applicant Two - full name

Signature

Date

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.

Checklist

- The child is under 18 years of age.
- I/We are the parent(s) or guardian(s) of the child listed in this form whose name is changing.

WA Born ONLY

I/We have completed the following:

- Part 1** - Screening questions.
- Part 2** - Child's birth details.
- Part 3** - Parents' details.
- Part 4** - Child's current name (name changing from).
- Part 5** - Child's name you want to register (new name).
- Part 6** - Reason(s) for changing your child's name.
- Part 7** - Previous names - I have disclosed and provided copies of all current & previous change of name(s).
- Part 8** - Additional information.
- Part 9** - Applicant(s) details - parent(s) or guardian(s).
- Part 10** - Photo Identification - for the child (12 yrs or older), Applicant 1 and Applicant 2. If photo identification cannot be provided, I have supplied passport photos signed by a guarantor.
- Part 11** - Child's consent and declaration (witnessed) if 12 years or older.
- Part 12** - Declaration signed by parent(s) or guardian(s).
- Order form** - Completed page 15.

I/We have also provided the following:

- Original WA birth certificate.
- Sealed court orders if I have guardianship of the child.
- Authorisation from the child's Supervisory Authority if the child is a "Required Declarant".
- All required supporting documents.

If applying by mail:

- I/We have included clear and legible copies of identity documents and **not** included originals.
- I/We have completed the Credit Card Payment Slip on page 15.

Overseas Born ONLY

I/We have completed the following:

- Part 1** - Screening questions.
- Part 2** - Child's birth details.
- Part 3** - Parents' details.
- Part 4** - Child's current name (name changing from).
- Part 5** - Child's name you want to register (new name).
- Part 6** - Reason(s) for changing your child's name.
- Part 7** - Previous names - I have disclosed and provided copies of all current & previous change of names.
- Part 8** - Additional information.
- Part 9** - Applicants details - parent(s) or guardian(s).
- Part 10** - Photo Identification - for the child (12 yrs or older), Applicant 1 and Applicant 2. If photo identification cannot be provided, I have supplied passport photos signed by a guarantor.
- Part 11** - Child's consent and declaration (witnessed) if 12 years or older.
- Part 12** - Declaration signed by parent(s) or guardian(s).
- Order form** - Completed page 15.

I/We have also provided the following:

- Child's birth certificate.
- Child's Passport.
- I have provided the child's **Australian Citizenship Certificate** or **permanent residency visa**
- Residency documents - the child currently lives in WA and have provided at least two residency documents showing evidence of living here continuously for at least 12 months.
- Sealed court orders if I have guardianship of the child.
- Authorisation from the child's Supervisory Authority if the child is 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/We have included clear and legible copies of identity documents and **not** included originals.
- I/We have completed the Credit Card Payment Slip on page 15.

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 names at the same time, applications for children of that family under 18 years of age are not charged a fee i.e. 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 the child was 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 their 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:

Applicant One residential address (from page 8)

Applicant Two residential address (from page 8)

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** 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 6: Reason(s) for changing your child's name continued

If the additional space is used both parents **must** sign the bottom of this page.

Applicant One signature

Applicant Two signature

OFFICE USE ONLY
