



## 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 their given names before the age of twelve (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 twelve (12) months of their birth
- When lodging this application to change a child's given name(s) within twelve (12) months of their birth in Western Australia, evidence of both parents' identity must be provided
- The applicant/s must complete the 'Consent to Verification' section on page 2 of this form
- The fee of \$58.00 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
- See page 3 for instructions for submitting this application and information on processing times
- For further information, visit our website at [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm) or call 1300 305 021 between 9.00am and 4.00pm Monday to Friday.

**Payment details If applying for multiple certificates only complete payment details on ONE form.**

**Applicant's Full Name:**

**Tax receipt required**

Enclosed is a cheque/money order for \$ **OR** debit my MasterCard  or Visa  for \$

Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages

Card No

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Expiry

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Cardholder name:

Signature:



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

Post certificate to:  Birth mother or  Other parent

### Birth Mother's name and contact details

I,
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of	Postcode
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Email	Phone no.
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### Other Parent's name and contact details

I,
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of	Postcode
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Email	Phone no.
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the parents of:

### Child's details as registered at birth

Current Given name(s)
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Surname (surname will not be changed)
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born at	WA on
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request that our child's **given name(s)** be changed to:

New given name(s) in full
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### Consent to verification

I/We confirm that I/we are authorised to provide the personal details presented and I/we consent to my/our information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my/our identity.

Birth Mother's signature:	Other Parent's signature:
Date of application:	Date of application:

## Processing times for certificate applications

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

If required, 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 & Marriages  
 Level 10/141 St Georges Terrace Perth between  
 9.00 am - 4.00 pm Monday to Friday

**Or** take the completed form with your **original** proof of identification and lodge it at your nearest metropolitan or regional courthouse.

**Faxed or emailed applications will not be accepted.**

## Identification Requirements

The Registry of Births, Deaths and Marriages uses a third-party system for verification of identity.

If the applicant **does not consent**:

- **Applications submitted by post** must include certified copies of identity documents. One identity document **must** contain a photograph
- **Applications lodged in person** must be accompanied by original identity documents. One identity document **must** contain a photograph

For further information:

- **On verification of documents**, visit [www.justice.wa.gov.au/bdm](http://www.justice.wa.gov.au/bdm)
- **On who can certify your identification documents**, visit [www.wa.gov.au](http://www.wa.gov.au)

Alternatively, you can contact the Registry on **1300 305 021**

## Privacy considerations and personal records

If you're not authorised under the Registry's Certificate Access Policy, you must provide written consent from someone entitled to the certificate, along with identification for both yourself and the person you represent. See page 4 for details.

Information regarding the Registry's Certificate Access Policy is located on our website at [www.wa.gov.au/bdm](http://www.wa.gov.au/bdm).

**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*.

## IDENTIFICATION REQUIREMENTS

At least **three (3)** forms of ID **must** be provided for the applicant from the following lists:

- One document from List 1, 2 **and** 3 **or**
- One from List 1 & two from List 2 **or**
- Two from List 2 and one from List 3.
- All forms of ID **must** be **current** (not expired).
- Documents from List 1 **must** contain a photograph.
- 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.

### 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, Veteran 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 or Crowd Controller 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 Check card**

### List 3 – Evidence of current residential address

- Driver's Licence Renewal Notice**
- Financial institution statement**
- 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** (gas, electricity, home phone, etc)