



Government of **Western Australia**
Department of **Justice**
Registry of Births, Deaths and Marriages

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

- **The fee for this application is \$206.**
Refer to page 11.
- Read **all** the instructions inside this form and answer **all** the questions.
- A checklist has been provided on page 10 to assist you in completing this form.
- If you need help filling out this form or have any questions, contact us on **1300 305 021** (free call) or visit our website at **www.justice.wa.gov.au**.
- Faxed or email applications will not be accepted.



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

General Information

Eligibility

- You **must** be 18 years of age or older.
- Your birth **must** be registered in Western Australia (WA).
- If born overseas, you **must** be an Australian citizen or permanent resident **and** have been living in WA continuously for the 12 months immediately preceding this application.
- If you are a Restricted Person you **must** have the approval of your Supervisory Authority. See page 2

Born interstate

You **must** apply to the Registry in the State or Territory where your birth is registered.

Multiple name changes

You can only register a change of name in Australia:

- **once** in any 12 month period and
- **three** times as an adult.

Change of surname by marriage

If married in **Australia**, you can choose to assume your spouse's surname. Registration of a change of name is not usually required.

The Registry is not able to advise if you are required to register a change of name.

If you were married overseas or reverting to your maiden surname, you must check if you need to register a change of name with any organisation requiring evidence of your surname, as they will advise what is acceptable.

Successful applications

If you were born in WA, your birth certificate will record the new name at the bottom of the certificate and will appear on all birth certificates issued after the change of name has been registered. Your original birth name will still be recorded on your birth certificate.

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 this application be refused?

The Registrar **can** refuse this application if

- You are unable to provide the required proof of identity documents.
- If you have registered a change of name within the last 12 months anywhere in Australia.
- If you have changed your name 3 times or more as an adult by registration anywhere in Australia.
- You have not declared all previous changes of name no matter where they occurred.
- If you are a Restricted Person and are unable to provide approval from your Supervisory Authority. See page 2
- Where requested, you decline to provide current documentation relating to your credit rating and/or a criminal history check.
- You have outstanding debts or an adverse criminal history check.
- You are ineligible, or your new name is considered to be a prohibited name ie 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.
- 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 refused.

Supporting documentation

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

Born overseas (ONLY)

- If you are an **Australian citizen**, your birth certificate, current passport and citizenship certificate **must** be provided.
- If you are a **permanent resident**, your birth certificate and a current passport or visa showing proof of your residency status **must** be provided.
- 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 this application.

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

Options To Lodge

Submit this application form, payment, and all supporting documents either -

By mail

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

In person

Registry of Births, Deaths and Marriages
Level 10/141 St Georges Terrace, PERTH
9.00am to 4.00pm, Monday to Friday

Original documents must be provided.

Processing Times

Allow a minimum of 15 business days to process your application.

Restricted Person

If you are a Restricted Person, as listed below, you are required to obtain the approval of your Supervisory Authority before submitting your application.

- **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).
- **Supervised offender** – the Chief Executive Officer in 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).

Required Declarant

A Required Declarant in WA is a:

- **High risk serious offender.**
- **Detainee.**
- **Person subject to an early release order.**
- **Prisoner.**
- **Supervised offender.**
- **Supervised young offender.**
- **Reportable offender.**

You **must** advise the Registrar by completing the declaration on page 9.

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
- **On who can certify your identification documents**, visit www.wa.gov.au

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

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. For more information about how we use, protect, and may share this information, please read the Department of Justice Information Privacy Statement.

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.

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

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

- One document from each List (1, 2 **and** 3) **or** one from List 1 and two from List 2 **or** two from List 2 and one from List 3.

Note:

- 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**.
- **Provide clear and legible copies of each document. Do not send original documents with your application unless requested by the Registry.**

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, Veteran Card etc)
- ☐ **Full Birth certificate** issued in Australia
- ☐ **Medicare Card**
- ☐ **Security or Crowd Controller 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

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, Veteran Card etc)
- ☐ **Medicare card**
- ☐ **Naturalisation, citizenship or immigration papers** issued by the Department of Home Affairs
- ☐ **Overseas passport**
- ☐ **Security or Crowd Controller 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 vVehicle 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)

Proof of Residency in WA - Overseas Born ONLY

You must be an **Australian citizen** or **permanent resident** and been living in WA continuously for the 12 months immediately preceding this application.

How to prove you have lived in WA

- A **minimum of two (2)** separate documents showing 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 prior to this application.
- The Registrar can refuse your application 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 issued Working with Children Check card (current)
- ☐ Official letter of confirmation from your employer confirming the last 12 months employment history (including pay slips) showing your name and pay period dates

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

- ☐ WA Driver's Licence (front & back)
- ☐ Motor Vehicle Registration papers
- ☐ Infringement notices (WA Fines Enforcement Registry)

Do you have school reports or medical records?

- ☐ School reports for you or your children showing the attendance records for the last 12 months
- ☐ Medical records for you or your children 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 this application

Do you rent your home?

- ☐ Property lease or 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

Are you unemployed?

- ☐ Centrelink card showing your name and WA address (issued a minimum of 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 you are listed on the certificate as a family member
- ☐ Your marriage certificate if it 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 your 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

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

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

- Symbols and abbreviations are **not** to be used.
- To make an alteration, cross out the mistake and **initial the change**.
- Do not use correction fluid or tape.
- 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.

PART 1: Eligibility

1. Are you a Restricted Person as defined on page 2 of this application?

- YES ☐ Go to Question 2
NO ☐ Go to Question 3

2. Have you obtained the approval of your Supervisory Authority to make this application?

- YES ☐ Go to Question 3. You must attach authorisation from your Supervisory Authority
NO ☐ Cease application. Contact your Supervisory Authority

3. Have you registered a change of name anywhere in Australia?

- Within the last 12 months or
 - 3 times or more as an adult
- YES ☐ Cease application. You cannot apply for a change of name in WA
NO ☐ Go to Question 4

4. Where were you born?

- WA ☐ Go to PART 2
Overseas ☐ Go to Question 5
Interstate ☐ Cease application. Apply with the Registry in the State or Territory where your birth was registered

5. Have you been living in WA continuously for the 12 months immediately preceding this application?

- YES ☐ Go to Question 6
NO ☐ Cease application. You cannot apply for a change of name in WA

6. How long have you lived in WA?

years months

PART 2: Your birth details

1. Name at birth

Surname (family name)

Given name(s)

2. Date of birth

 / /

3. Sex

- ☐ Male ☐ Female

4. Place of birth

Suburb/Town

State

Country

if born overseas, are you

- ☐ **an Australian citizen.** You must supply
- your overseas birth certificate
 - a current passport
 - citizenship certificate
 - proof that you have been living in WA continuously for the 12 months immediately preceding this application See page 4
- ☐ **a permanent resident.** You must supply
- your overseas birth certificate
 - a current passport or visa showing proof of your permanent residence status and
 - proof that you have been living in WA continuously for the 12 months immediately preceding this application See page 4

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

Parent One's surname (family name)

Surname at their birth

Given name(s)

Parent Two's surname (family name)

Surname at their birth

Given name(s)

PART 4: Your marriage 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		

PART 5: Name changing from

Current surname (family name)

Current given name(s)

PART 6: Name changing to

New surname (family name)

New given name(s)

PART 7: Reason for changing your name

You must provide a detailed reason below for changing your name for this application to be considered. One (1) or two (2) word explanations such as personal, professional, passport or driver's licence are not sufficient and your application will be declined.

Please supply any relevant documents to support this application (eg your overseas marriage certificate). If not enough space below to write your reason, additional space provided on page 12.

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 could result in this application being declined.
Note: clear and legible copies of these documents must be provided.

Surname (family name)	Given name(s)	Date changed	Where changed (Australian State/Territory or overseas country)	How changed (eg name change, citizenship)

PART 9: Additional information

1. Has an application to change your name been refused in any Australian State or Territory?

If more than one (1) refused application, provide all details on a separate attachment.

- NO ☐ Go to Question 2
- YES ☐ Application Date / /

Where

Reason for refusal

2. Do you have any financial defaults?

- NO ☐ Go to Question 3
- YES ☐ You must attach a copy of your credit report under your current name and all names you have previously used.

3. Have you ever been declared bankrupt?

- NO ☐ Go to Question 4
- YES ☐ You must attach a letter which acknowledges your bankruptcy from the Australian Financial Security Authority or from your Trustee in Bankruptcy.

4. 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 ID

1. Are all your identity documents in your **current name**? (eg 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.

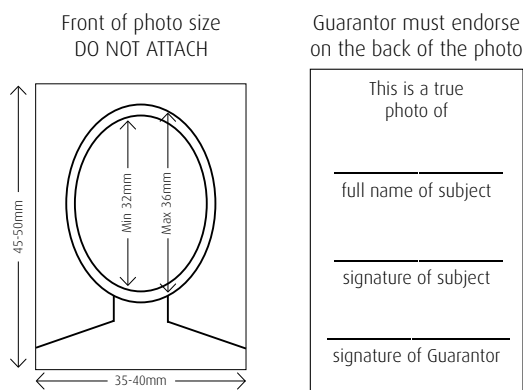
2. Have you supplied a photo ID document from **List 1**?

YES ☐ Go to PART 11

NO ☐ You must provide **two (2)** recent passport sized photographs signed on the back by a Guarantor.

Photographs 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.
- 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 you for at least one (1) year.

Surname (family name)

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 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 have checked the new name is correct and would like to be known by the name stated in **Part 6** of this form.
- I will not be able to make another application again within 12 months and that I can only change my name three (3) times as an adult without exceptional circumstances.
- 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 this application is \$206 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.
- 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.
- 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 if I am a Restricted Person without having obtained the approval of my Supervisory Authority. Penalties of imprisonment for 2 years and a fine up to \$12,000 apply.
- It is an offence to make a false or misleading representation in this application or its supporting documents and that penalties may apply.

I confirm that

- ☐ I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

I certify that I have read and understood the declaration above and the information on all previous pages.

Applicant's signature

Date / /

PART 12: Contact details

Your current full name

Postal Address

Suburb/Town

State

Postcode

Daytime phone number

Email address

Your preferred method of contact

- ☐ Email ☐ Phone ☐ Mail

Checklist

WA Born ONLY

- ☐ I am 18 years of age or older.

I have completed the following

- ☐ **Part 1** - Eligibility.
- ☐ **Part 2** - Your birth details.
- ☐ **Part 3** - Parents' details.
- ☐ **Part 4** - Marriage details (if applicable).
- ☐ **Part 5** - Name changing from.
- ☐ **Part 6** - Name changing to.
- ☐ **Part 7** - Reason for changing your name.
- ☐ **Part 8** - Previous names.
- ☐ **Part 9** - Additional information - If I answered YES to any of these questions I have attached all relevant documentation.
- ☐ **Part 10** - Photo and ID - I have supplied all required ID documents.
If I don't have photo ID from List 1
I have supplied two (2) passport photos signed by a guarantor.
- ☐ **Part 11** - Declaration.
- ☐ **Part 12** - Contact details.
- ☐ **Order form** - Completed page 11.

I have also provided the following

- ☐ My marriage certificate(s) (if applicable).
- ☐ Original WA Birth Certificate. All original birth certificates must be returned.
- ☐ Authorisation from my Supervisory Authority if I am a Restricted Person.
- ☐ All required supporting documents.

If applying by mail

- ☐ I have included clear and legible copies of my documents and have **not** included originals unless requested by the Registry.
- ☐ I have included payment **or** completed the credit card payment details on page 11.

Overseas Born ONLY

- ☐ I am 18 years of age or older.

I have completed the following

- ☐ **Part 1** - Eligibility.
- ☐ **Part 2** - Your birth details.
- ☐ **Part 3** - Parents' details.
- ☐ **Part 4** - Marriage details (if applicable).
- ☐ **Part 5** - Name changing from.
- ☐ **Part 6** - Name changing to.
- ☐ **Part 7** - Reason for changing your name.
- ☐ **Part 8** - Previous names.
- ☐ **Part 9** - Additional information - If I answered YES to any of these questions I have attached all relevant documentation.
- ☐ **Part 10** - Photo and ID - I have supplied all required ID documents.
If I don't have photo ID from List 1
I have supplied two (2) passport photos signed by a guarantor.
- ☐ **Part 11** - Declaration.
- ☐ **Part 12** - Contact details.
- ☐ **Order form** - Completed page 11.

I have also provided the following

- ☐ My marriage certificate(s) (if applicable).
- ☐ My birth certificate.
- ☐ My passport.
- ☐ 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 in WA continuously for the 12 months immediately preceding this application.
- ☐ Authorisation from my Supervisory Authority if I am a Restricted Person.
- ☐ 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 documents and have **not** included originals unless requested by the Registry.
- ☐ I have included payment **or** completed the credit card payment details on page 11.

Order form

Fees

The fee for this application is \$206 and will be retained regardless of the outcome. The fee is payable when submitting this application.

Note

- **Family applications** – When a family applies for a name change together, each adult pays the full fee, while applications for children under 18 are free. Complete the payment details on one (1) form only.
- A **separate fee** is payable for all change of name certificates.
- Any person who is born in WA will have their 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.
- Any certificates ordered will be posted to the address on page 9.

Product / Service	Fee*	Qty	Subtotal
Application to register a change of name	\$206		\$206
Change of name certificate	\$60		\$
Full WA Birth Certificate (only if born in WA)	\$60		\$
Total			\$

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

Payment details

Application type

- ☐ Single application
- ☐ Family application
- ☐ **By mail** – enclosed is the following
- ☐ Credit Card – complete the credit card payment details.
 - ☐ Money Order – payable to the Registry of Births, Deaths and Marriages.
 - ☐ Cheque – payable to the Registry of Births, Deaths and Marriages.
Allow an extra ten (10) working days for personal cheques.
- ☐ **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.

Credit card payment

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 for changing your name continued

OFFICE USE ONLY

Registry of Births, Deaths and Marriages

Address: Level 10, 141 St Georges Terrace, PERTH WA 6000 | **Phone:** 1300 305 021 | **Website:** www.justice.wa.gov.au