



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

Record a previously registered change of name in a birth registration

- If you have previously registered a change of name and wish to have this noted on your birth registration (if born in Western Australia), complete this form
- A change of name assumed by marriage, repute or usage cannot be noted in a birth registration
- If the change of name was registered in another State or Territory, a certified copy of the change of name must be provided with this application
- **Section A** of this application must be completed by persons aged 18 years or over
Section B must be completed by the parents of a child under the age of 18 years. If the child is 12 years of age or over, they must also sign this section of the form
- If both parents cannot complete this application, contact the Registry for further assistance
- When lodging this application, evidence of the applicant/s identity must be provided
- The applicant/s must complete the 'Consent to Verification' section on page 2 of this form
- No fee is payable for this application. After the birth registration has been changed, a replacement birth certificate can be obtained on payment of the relevant fee
- Payment may be made by MasterCard or Visa by or money order payable to the Registry of Births Deaths and Marriages
- **Do not submit this application form by email.** 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 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 money order for \$ **OR** debit my MasterCard ☐ or Visa ☐ for \$

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

Card No

Expiry

Cardholder name:

Signature:



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Section A:

This section must be completed by persons aged 18 years or over

Applicant's current name and address

I	
of	Postcode
Email	Phone No.

request that the change of name, as stated below, be noted in my birth registration.

Change of name details

Full name:	
Place of change of name	Date changed

Name registered at birth

Full name:	
born at	WA on

Other previous names (if applicable)

Full name:

Consent to verification

☐

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.

Applicant's signature:	Date
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Section B

This section must be completed by the parents of a child under the age of 18 years

Birth mother to complete this section

I,	
of	Postcode
Email	Phone no.

Other Parent to complete this section

I,	
of	Postcode
Email	Phone no.

request that the change of name, as stated below, be noted in our child's birth registration.

Child's change of name details

Full name:	
Place of change of name	Date changed

Child's name as registered at birth

Full name:	
born at	WA, on
Other previous names (if applicable):	

Child's consent to change of surname:

If the surname of a child (12 years or over) is to change because of this application, the child must sign this consent section.

I (full name of child)	
consent to the above change of name being noted in my birth registration.	
Child's signature:	Date:

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

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
- **On who can certify your identification documents**, visit 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.justice.wa.gov.au/bdm.

The Registry will collect your personal information as part of this application. For more information about how we use, protect, and may share this information, please read the [Department of Justice Information Privacy Statement](#).

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)