



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

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

- **The fee for this application is \$206.**
Refer to page 15.
- Read **all** the instructions inside this form and answer **all** the questions.
- A checklist has been provided on page 14 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 (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).
- If the child was born overseas, they **must** be an Australian citizen or permanent resident **and** have been living in WA continuously for the 12 months immediately preceding this application. See page 2
- If the child is a Restricted Person, they **must** have the approval of their 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.

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).

Successful applications

- If the child was born in WA their 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 is registered. The child's original birth name will still be recorded on the 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 the child has had a change of name registered within the last 12 months anywhere in Australia.
- You have not declared all previous changes of name no matter where they occurred.
- If the child is a Restricted Person and you are unable to provide permission from their Supervisory Authority. See page 2
- The child is ineligible, or their 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

- Photo ID **must** be provided 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
- If applying in person, **original** documents **must** be provided.
- For postal applications, clear and legible copies must be provided.
- Proof of previous legal name changes of the child **must** be presented (eg name change, citizenship certificate). See page 7
- Overseas documents **must** be translated into English by an accredited NAATI translator located in Australia. Overseas translations will not be accepted.

Supporting documentation continued

- 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
- Any other additional documents requested by the Registry.

Born overseas (ONLY)

- If the child is an **Australian citizen**, their birth certificate, current passport and citizenship certificate **must** be provided.
- If the child is a **permanent resident** of Australia, their birth certificate and a current passport or visa showing proof of their residency status **must** be provided.
- 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.

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 the child is a Restricted Person, as listed below, approval from the child's Supervisory Authority must be obtained before submitting this 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 13.

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.

Identification

At least **three (3)** forms of ID **must** be provided for each applicant (parent(s) or guardian(s) 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.
- If the child is 12 years or older, you **must** provide a photo ID.

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 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, 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 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, 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 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)

Proof of residency in WA - overseas born ONLY

The child and parents **must** be **Australian citizens** or **permanent residents** of Australia and the child must have lived in WA continuously for 12 months. Evidence is required.

How to prove you and the child 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 (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

- 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.
- **Both parents must sign the bottom of pages 5 to 8 and 12.** You **must** also sign the declaration on page 13.

PART 1: Eligibility

1. Is the child a Restricted Person as defined on page 2 of this application?

YES ☐ Go to Question 2

NO ☐ Go to Question 3

2. Has approval from the child's Supervisory Authority been obtained to make this application?

YES ☐ Go to Question 3

NO ☐ Cease application. Contact the child's Supervisory Authority

3. 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 4

4. Where was the child born?

WA ☐ Go to Question 7

Overseas ☐ Go to Question 5

Interstate ☐ Cease application. Apply with the Registry in the State or Territory where the child's birth was registered.

5. Have the applicants and child 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 and the child lived in WA?

years months

7. Are both parents applying?

YES ☐ Go to PART 2

NO ☐ Go to Question 8

8. Are you the only parent named on the child's birth certificate?

YES ☐ Go to PART 2

NO ☐ Go to Question 9

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

YES ☐ Go to Question 10

NO ☐ Go to Question 11

10. Is the other parent deceased?

YES ☐ Go to PART 2. Provide a copy of the other parent's death certificate.

NO ☐ Go to Question 11

11. Do you have a sealed court order from the Family Court granting you legal guardianship of the child and an order changing the child's name?

YES ☐ You must submit

- A sealed court order granting you legal guardianship. A Custody/Parenting Order is **not** sufficient **and**
- A sealed court order 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 both sealed court orders.

Applicant One signature

Applicant Two signature

PART 2: Child's birth details**Surname** (family name)
Given name(s)

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
 - Proof that they have been living in WA continuously for the 12 months immediately preceding 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
 - Proof that they have been living in WA continuously for the 12 months immediately preceding this application. **See page 4**

PART 3: Parents' details as recorded on the child's birth certificate**Parent One's** surname (family name)
Parent Two's surname (family name)

Surname at their birth

Surname at their birth

Given name(s)

Given name(s)

PART 4: Name changing from**Current** surname (family name)
Current given name(s)
PART 5: Name changing to**New** surname (family name)
New given name(s)
Applicant One signature

Applicant Two signature

PART 6: Reason for changing the child's name

For this application to be considered, you **must** provide a detailed reason below for changing the child's name.

One (1) or two (2) word explanations such as personal, passport or school are not sufficient and your application will be declined.

Please supply any relevant documents to support this application. If there is not enough space below to write your reason, additional space is provided on page 16.

PART 7: Previous names

Has the child's name been previously changed 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 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 (e.g. name change, citizenship)

PART 8: Additional information

1. Has an application to change the child's name been refused in any Australian State or Territory?

If more than one (1) application has been refused, 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: Applicant's details**Applicant One****1. Name of applicant**

Current surname (family name)

Given name(s)

2. Relationship to child☐ Mother☐ Father☐ Parent☐ Guardian☐ Other (please specify) **3. Current residential address**

Street number and name

Suburb/Town

State

Postcode

4. Postal address☐ Same as residential address

Current Postal address

Suburb/Town

State

Postcode

5. Daytime phone number**6. Email address****7. Your preferred method of contact**☐ Email☐ Phone☐ Mail**Applicant One signature****Applicant Two (if applicable)****1. Name of applicant**

Current surname (family name)

Given name(s)

2. Relationship to child☐ Mother☐ Father☐ Parent☐ Guardian☐ Other (please specify) **3. Current residential address**

Street number and name

Suburb/Town

State

Postcode

4. Postal address☐ Same as residential address

Current Postal address

Suburb/Town

State

Postcode

5. Daytime phone number**6. Email address****7. Your preferred method of contact**☐ Email☐ Phone☐ Mail**Applicant Two signature**

PART 10: Photo and ID of child

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

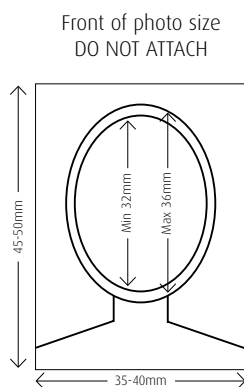
(eg passport)

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.

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 the child without any hat or other head covering (if the child wears a head covering for religious reasons, the photos must show the child's face from the bottom of chin to top of forehead and both edges of the child's face).
- Be attached to this form with a paperclip.
- 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.

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 child? (eg doctor, friend)

How long have you known the child?

 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 child named 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 ID for Applicant One

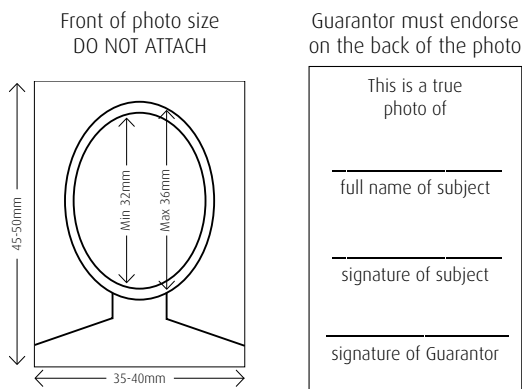
2. Have you supplied a photo ID document from List 1? (eg passport, driver's licence)

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.

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 the child 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 named as applicant one 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

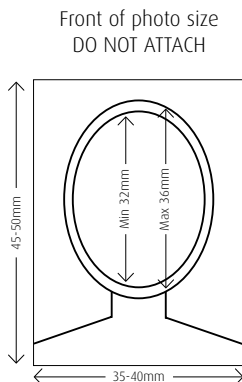
PART 10: Photo ID of Applicant Two

3. Have you supplied a photo ID document from List 1? (eg 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.

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 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 the child 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 named as applicant two 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: Consent of the child (12 years or older)**1. Is the child 12 years or older?**NO ☐ Go to PART 12YES ☐ Consent must be obtained from the child unless there are exceptional circumstances.**2. Are there exceptional circumstances why the child cannot give consent?**NO ☐ Go to Question 3YES ☐ Please specify below. If there is not enough space below, attach a separate page.
3. Child's statement of consent

- The child must complete and sign this statement of consent before a witness.
- A witness must be 18 years of age or over and not a parent or court appointed guardian of the child.

I born on consent to my name being changed to the name listed in PART 5 of this form.

Child's signature**Date**

/

/

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 statement of consent and I am satisfied the child understands the consent given.

Witness signature

Date

/

/

Applicant One signature**Applicant Two signature**

Declarations

PART 12: Declaration of applicant(s)

I/We declare that

- The information I/we have provided in this application is true and correct.
- The child's birth is registered in WA or the child is a resident of WA.
- I/we have checked the new name is correct and would like the child to be known by the name stated in Part 5 of this form.
- At the time of this application the **child is** ☐ **/is not** ☐ a Required Declarant as outlined on page 2 of this form.

I/We understand that

- The fee for this application is \$206 and will be retained regardless of the outcome.
- This application is a legal process and once registered the change of name cannot be cancelled or changed.
- I/We understand that I/we will not be able to make another application to change the child's name again within 12 months.
- 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 Restricted Person without having obtained the written approval of the Supervisory Authority. Penalties of imprisonment for 2 years and a fine up to \$12,000 apply.

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.

I/We certify that I/We have read and understand the declaration above and the information on all previous pages.

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. 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.

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** - Eligibility.
- ☐ **Part 2** - Child's birth details.
- ☐ **Part 3** - Parents' details.
- ☐ **Part 4** - Name changing from.
- ☐ **Part 5** - Name changing to.
- ☐ **Part 6** - Reason for changing the 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.
- ☐ **Part 10** - Photo ID - for the child (12 yrs or older), Applicant One and Applicant Two. If photo ID cannot be provided, I have supplied passport photos signed by a guarantor.
- ☐ **Part 11** - Child's statement of consent (witnessed) if 12 years or older.
- ☐ **Part 12** - Declaration of applicant(s).
- ☐ **Order form** - Completed page 15.

I/We have also provided the following

- ☐ Original WA birth certificate.
- ☐ Sealed court orders if I/we have guardianship of the child.
- ☐ Death certificate if other parent/guardian is deceased.
- ☐ Authorisation from the child's Supervisory Authority if the child is a Restricted Person.
- ☐ All required supporting documents.

If applying by mail

- ☐ I/We have included clear and legible copies of all documents and **not** included originals, unless requested by the registry.
- ☐ I/We have included payment **or** completed the credit card payment details.

Overseas Born ONLY

I/We have completed the following

- ☐ **Part 1** - Eligibility.
- ☐ **Part 2** - Child's birth details.
- ☐ **Part 3** - Parents' details.
- ☐ **Part 4** - Name changing from.
- ☐ **Part 5** - Name changing to.
- ☐ **Part 6** - Reason for changing the 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.
- ☐ **Part 10** - Photo ID - for the child (12 yrs or older), Applicant One and Applicant Two. If photo ID cannot be provided, I have supplied passport photos signed by a guarantor.
- ☐ **Part 11** - Child's statement of consent (witnessed) if 12 years or older.
- ☐ **Part 12** - Declaration of applicant(s).
- ☐ **Order form** - Completed page 15.

I/We have also provided the following

- ☐ Child's birth certificate.
- ☐ Child's Passport.
- ☐ Child's **Australian Citizenship Certificate or permanent residency visa**.
- ☐ Residency documents.
- ☐ Sealed court orders if I have guardianship of the child.
- ☐ Death certificate if other parent/guardian is deceased.
- ☐ Authorisation from the child's Supervisory Authority if the child is 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/We have included clear and legible copies of all documents and **not** included originals, unless requested by the registry.
- ☐ I/We have included payment **or** completed the credit card payment details.

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 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 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

Mail the certificate(s) to:

- ☐ **Applicant One** postal address (from page 8)
- ☐ **Applicant Two** postal address (from page 8)

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 6: Reason for changing the child's name continued

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

Applicant One signature**Applicant Two signature**

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