

Change of Name Policy

Citizen Experience Portfolio

Registry of Births, Deaths and Marriages

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1 Policy overview

A person’s name, in its entirety, forms the basis for their identity in the community. It is for this reason that the Registrar considers a change of name to be a significant life event and that a person should not change their name frivolously or in a repeated fashion.

Part 4 of the *Births, Deaths and Marriages Act 1996* (the ‘Act’) provides for a person to apply to register a change of name under that part and each person must satisfy eligibility requirements, and satisfy the Registrar of their identity and that their reason for the name change is explained and not improper.

1.1 Legislation

Change of name

Legislation	Reference and title
<i>Births, Deaths and Marriages Registration Act 1996</i>	Part 4 <ul style="list-style-type: none"> ▪ s24: Change of name by registration ▪ s25: Application to register a change of an adult’s name ▪ s26: Application to register change of child’s name ▪ s27: Child’s consent to change of name ▪ s28: Registration of change of name ▪ s29A: Registrar to notify Chief Commissioner of Police of change of name of certain sex offenders ▪ s30: Change of name may still be established by repute or usage
Other relevant legislation	
<i>Charter of Human Rights and Responsibilities Act 2006</i>	Part 2 - Human Rights
<i>Correction Act 1986</i>	Part 6, Division 5 - Change of name applications by prisoners Part 8, Division 6 - Change of name applications by prisoners on parole
<i>Children, Youth and Families Act 2005</i>	Part 4.10 – Permanent Care Orders Part 5.8 – Persons in detention
<i>Serious Sex Offenders (Detention and Supervision) Act 2009</i>	Part 12 – Change of Name
<i>Sex Offenders Registration Act 2004</i>	Part 5A – Change of Name

1.2 Definitions and acronyms

The following definitions used in this document are taken from the *Births, Deaths and Marriages Registration Act 1996*.

The following acronyms are used in this document:

“Act” means the Births, Deaths and Marriages Registration Act 1996 (Vic)

“BDM” means the Registry of Births, Deaths and Marriages Victoria

2 Purpose

The purpose of this policy is to support the Act and other legislative considerations when change of name applications are determined.

This policy indicates how the Registrar will:

- accept information to support an application
- establish the eligibility of each person(s)
- manage non-legislated requirements and compliance
- manage risk associated with the application
- register a change of name
- manage all other processes which are at the discretion of the Registrar.

3 Scope

The scope of this policy is restricted to the acceptance, assessment and registration of change of name only. The policy refers to other BDM policies, such as:

- Proof of Identity Policy
- Prohibited Name Policy
- Translation of Documents Policy.

This policy does not cover corrections to a previously registered change of name.

4 Policy

4.1 Registrar’s discretion

At all times, the Registrar retains an overriding discretion to register a change of name or otherwise. This means the Registrar’s discretion in allowing a change of name is not exhausted by this policy.

In deciding whether to exercise discretion, the Registrar may consider, but is not limited to, the following factors:

- the nature of, and reasons for a change of name
- the need to ensure applications are dealt with in a consistent and fair manner
- the need to balance an individual’s freedom to choose their own name against the possibility that the person seeks the change for a fraudulent or improper purpose.

4.2 Certificate type

Following registration of a change of name a certificate will be issued. The certificate type is dependant on whether the person is Victorian born or born overseas.

4.2.1 Victorian born person - birth certificate

A Victorian born person will have their change of name incorporated into their birth record. The birth certificate will reflect their new name and display their name at birth on the front of the certificate, with a history of changes on the reverse side.

4.2.2 Overseas born person - change of name certificate

An overseas born person will be issued with a change of name certificate. The change of name certificate will reflect their new name and display their former name on the front of the certificate, with a history of changes on the reverse side.

Note: Change of name was legislated in Victoria through an amendment to the Act in 1986. Between 1986 and July 2000, Victorian born persons received a birth certificate and a change of name certificate. Since July 2000, one certificate has been issued as per 4.2.1. Previous change of name registrations are now retrospectively incorporated into the birth record for that period.

4.3 Lodgement of application

4.3.1 Receipt of application

The receipt date of the application is taken to be the earliest date of either:

- the date recorded in the Registry's database, *or*
- if received by mail, the date stamped by the mail room, *or*
- if received via a Justice Service Centre or Regional Centre, the date indicated for payment at that centre.

4.3.2 Application form and prescribed fee

Section 25(2) of the Act states that 'An application for registration of a change of name must be accompanied by the prescribed fee.'

An application to register a change of name must be on a form approved by the Registrar. The current form is the form available on the Registry's website and is either:

- Application to register a change of name (adult 18+ years), *or*
- Application to register a change of name (child under 18 years).

The Registrar will consider an application only if the application is accompanied by the prescribed fee

4.3.3 Return of Victorian certificates

Each applicant must return all Victorian birth certificates held and/or any previously issued Victorian change of name certificates to enable a new application to register a change of name to proceed.

If any previously issued certificate is lost or cannot be returned, the Registrar may accept a statutory declaration supporting the reasons for non-return of certificate(s).

4.4 Adult change of name – eligibility requirements

Section 25(1) of the Act, states that 'an adult person may apply to the Registrar ... if

- a. the person's birth is registered in Victoria: *or*
- b. the person –
 - i. was born outside Australia: *and*
 - ii. is a person whose birth is not registered in Victoria or in another State or Territory *and*
 - iii. has been ordinarily resident in Victoria for at least 12 months immediately before the application is made'

The implications of this section mean that the Registrar may approve an application from a:

- Victorian born applicant, *or*
- An applicant born overseas, but residing in Victoria for at least 12 months ('ordinarily resident') prior to the application.

Applicants born in another Australian State or Territory will be referred back to the Registry in that jurisdiction.

Note: Section 4 of the Act defines an Adult as a person who is:

- 18 years of age or more
- Less than 18 years of age and is or has been married

4.4.1 Special requirements

The following categories of applicant must obtain written approval from the relevant authority before they can apply to the Registrar.

- a. Prisoner (in legal custody of the Secretary of the Department of Justice) - *approval from the Secretary of the Department of Justice and Regulation.*
- b. Prisoner on parole - *approval from the Adult Parole Board.*
- c. Registered sex offender - *approval from the Chief Commissioner of Police.*
- d. Registered sex offender subject to a supervision order or an interim supervision order - *approval from the Chief Commissioner of Police.*

It is an offence for an application to be lodged in these circumstances without written approval.

4.4.2 Ordinarily resident of Victoria

Section 26(1) of the Act provides for overseas born applicants who have been residing in Victoria for 'at least 12 months immediately before the application is made' to apply to register a change of name.

This may be demonstrated by providing proof that an overseas born applicant is ordinarily resident, through the provision of evidence that the applicant has:

- 1) the right to reside in Australia, *and*
- 2) lived in Victoria for at least 12 months immediately before the application is made.

Right to reside in Australia

The Registrar shall accept the following as evidence of a right to reside in Australia:

- an Australian citizenship certificate
- a current Australian visa
- an ImmiCard, *or*
- a current Department of Immigration and Border Protection issued Travel Document.

The Registrar may verify the legal status of an applicant with the Department of Immigration and Border Protection.

12 months residence in Victoria

The Registrar may accept any of the following as evidence that an applicant has been residing in Victoria for at least 12 months immediately before the application is made:

- Individual personal bank statements in the name of the applicant indicating consistent Victorian transactions, a residential street address and date of issue covering the 12 month period
 - *a statement dated at the beginning, the middle *and* at the end of the 12 month period will be considered sufficient, *or*
- a Victorian residential lease or tenancy agreement(s) in the name of the applicant, covering the 12 month period, *or*
- Individual utility accounts in the name of the applicant indicating a Victorian residential street address and date of issue covering the 12 month period
 - *an account dated at the beginning, the middle *and* at the end of the 12 month period will be considered sufficient, *or*
- confirmation of enrolment in a Victorian tertiary institution for the 12 month period, *or*
- confirmation of employment in Victoria for at least the preceding 12 months, through the provision of letter on a company letter head, or an employment contract, *or*
- any other documentation that demonstrates the applicant has resided in Victoria for at least 12 months immediately before the application is made.

Note: Evidence presented in joint account names, or business accounts may not satisfy the eligibility requirements of the applicant.

Statutory declarations from third parties may support proof of residence, but may not satisfy the eligibility requirements of the applicant.

4.4.3 Waiver of the 12 month residency requirement

Section 25(1A) states the Registrar may waive the 12 month requirement under subsection (1)(b)(iii) if the Registrar is satisfied that –

- (a) the change of name is sought for the purpose of the protection of the applicant or a child of the applicant, *or*
- (b) the applicant has legally married and wishes to formally adopt the applicant's (spouse's) married name

The Registrar may waive the requirement for 12 months residency upon assessment of documented evidence supporting the request.

- Any claim that the change of name is sought for protection should be demonstrated by submission through a certified copy of a court order (for example an order under the *Family Violence Protection Act 2008*), or supporting documentation from a social service agency or support centre.
- Any claim that the change is as a result of a marriage must be supported through the production of a certified copy of the marriage certificate.

4.4.4 Proof of identity and age

Before registering a change of name, the Registrar must, in accordance with s28 of the Act, be satisfied as to the identity and age of the person whose name is to be changed. Accordingly, all applications for a change of name must be accompanied by proof of identity documents as provided in the prescribed form.

Where an applicant can not provide the required documents prescribed on the form, the Registrar may accept:

- alternate identity documents, *or*
- a guarantor's declaration of a photo and signature of the person, *or*
- proof of the person's identity in another form.

Names from primary identity document

In processing an application to register a change of name, the Registrar will change a person's name from their legal name. The legal name is determined to be the name present on their primary identity document, being Victorian birth certificate, citizenship certificate, Australian visa or travel document.

The Registrar will not process a change of name *from* any assumed name, including a name assumed through marriage.

Exceptions

If the applicant has undertaken a deed poll and the deed is registered in a State or Territory in Australia and the person's identity documents are in that name, the deed poll name is the legal name.

If the applicant has been subject to an unofficial adoption or caring arrangement as a young child, where their registered birth name does not match their current name in the community, the Registrar may deem their current name to be their legal name.

In these circumstances only, two changes will be applied, to incorporate the assumed name.

Dates of birth

A date of birth can not be amended through the change of name process. The Registrar must be satisfied that the date of birth is verified and correct.

Dates of birth are replicated from the primary identity document presented with the application. A date of birth is a primary identifier in any person's identity. A change of name can not be completed unless the date of birth is complete and has been verified.

For an overseas born applicant, the primary identity document is either the citizenship certificate or the current passport and associated visa.

Note: Default dates of birth may be provided on primary or secondary identity documents resulting from business practices of other organisations (e.g. 01/01/yy or 31/12/yy).

If dates of birth are different across the identity documents for a person, the application may not proceed.

Where dates of birth for an overseas born applicant is a default date of birth (i.e. 01/01/1973), or provide for a year of birth only (i.e. 1981), the Registrar may attempt to verify the correct and full date of birth in order to make a determination to proceed.

The Registrar may proceed with a change of name where a year of birth only is available and verified.

4.5 Child change of name – eligibility requirements

Section 26(1) of the Act, states that ‘the parents of a child may apply to the Registrar ... if

- a. the child’s birth is registered in Victoria: or
- b. the child –
 - i. was born outside Australia: and
 - ii. is a child whose birth is not registered in Victoria or in another State or Territory: and
 - iii. has been ordinarily resident in Victoria for at least 12 months immediately before the application is made’

The implications of this section mean that the Registrar may approve an application from the parents of a child who is:

- Victorian born, *or*
- born overseas, but residing in Victoria for at least 12 months (‘ordinarily resident’) prior to the application.

Parents of a child whose birth is registered in another State or Territory will be referred back to the Registry in the State or Territory of their birth.

Note: Section 4 of the Act defines a child as a person who is under 18 years of age.

4.5.1 Application by the parent(s)

The parentage of a child whose name is to be changed shall be established from the birth certificate.

Section 26(1) of the Act, requires that the registered parent(s) must consent to the change of their child’s name unless an exception under section 26(3) or 26(5) of the Act applies.

Agreement of the registered parent(s) is taken to be in existence if the parent(s) signs the application form and their parental relationship and identity can be confirmed from a primary identity document of the child.

4.5.2 Special requirements (parents)

The following categories of parent must obtain written approval from the relevant authority before they can apply to the Registrar to change the name of their child.

- a. A parent who is a prisoner (in the legal custody of the Secretary of the Department of Justice) must receive approval to change their child’s name from the Secretary of the Department of Justice and Regulation.
- b. The parent(s) of a child who is detained in a remand centre or youth justice facility must receive approval for the change of name for the child from the Secretary of the Department of Health and Human Services.

It is an offence for an application to be lodged in these circumstances without written approval.

4.5.3 Consent of child aged 12 years or above

Section 27 of the Act states that a change of a name of a child aged 12 years or more must not be registered unless -

- (a) the child consents to the change of name; *or*
- (b) the child is unable to understand the meaning and implications of the change of name.

Consent is deemed to exist if the child has signed the application form.

The Registrar may make further enquiries to establish consent and will not proceed with the application if the child has not provided consent to the change.

4.5.4 Ordinarily resident of Victoria

The eligibility for a child born overseas must be met through provision of evidence of 12 months residence in Victoria and their right to reside in Australia as mentioned in 4.4.2 of this policy.

The Registrar will accept any of the following as evidence that a child has been residing in Victoria for at least 12 months immediately before the application is made:

If the child is of school age:

- confirmation of attendance at a school or educational institution for the 12 month period
*an academic report or letter on a school letterhead will be sufficient, *or*
- bank statements in the name of the child indicating Victorian transactions, a residential street address and date of issue covering the 12 month period.
*a statement dated at the beginning, the middle *and* at the end of the 12 month period will be considered sufficient, *or*
- any other documentation that demonstrates the child has resided in Victoria for at least 12 months immediately before the application is made.

If the child is not of school age, the parents of the child may prove their residence, to substantiate the child's residence through:

- personal bank statements in the name of the parent(s) indicating Victorian transactions, a residential street address and date of issue covering the 12 month period.
*a statement dated at the beginning, the middle *and* at the end of the 12 month period will be considered sufficient, *or*
- a Victorian residential lease or tenancy agreement(s) in the name of the parent(s) covering the 12 month period, *or*
- utility accounts in the name of the parent(s) indicating a Victorian residential street address and date of issue covering the 12 month period
*an account dated at the beginning, the middle *and* at the end of the 12 month period will be considered sufficient, *or*
- confirmation of enrolment in a Victorian tertiary institution for the 12 month period, *or*
- confirmation of employment in Victoria for at least the preceding 12 months, through the provision of letter on a company letter head, or an employment contract, *or*
- any other documentation that demonstrates the parent(s) has resided in Victoria for at least 12 months immediately before the application is made.

4.5.5 Waiver of the 12 month residency requirement

Section 26(1A) states the Registrar may waive the 12 month requirement under subsection (1)(b)(iii) if the Registrar is satisfied that –

- (c) the change of name is sought for the purpose of the protection of the child, the person or another child of the person, *or*
- (d) the parents have legally married and wish the child to have the married name of the parents.

The Registrar may waive the requirement for 12 months residency upon assessment of documented evidence supporting the request.

- Any claim that the change of name is sought for protection should be demonstrated by submission through a certified copy of a court order (for example an order under the *Family Violence Protection Act 2008*), or supporting documentation from a social service agency or support centre.
- Any claim that the change is as a result of a marriage must be supported through the production of a certified copy of the marriage certificate.

4.5.6 Proof of identity and age

Before registering a change of name, the Registrar must, in accordance with s28 of the Act, be satisfied as to the parentage, identity and age of the child whose name is to be changed *and* the identity of the applicant parent(s). Accordingly, all applications for a change of name must be accompanied by proof of identity documents as provided in the prescribed form.

Where an applicant can not provide the required documents prescribed on the form, the Registrar may accept:

- alternate identity documents, *or*
- a guarantor's declaration of a photo and signature of the person, *or*
- proof of the persons identity in another form.

Names from primary identity document

In processing a change of name, the Registrar will change a child's name from their legal name. The legal name is determined to be the name present on their primary identity document, being birth certificate, citizenship certificate, Australian visa or travel document.

The Registrar will not process a change of name *from* any assumed name.

Dates of birth and default dates

Refer to section 4.4.4 of this policy where applicable.

4.5.7 Application by one parent

Section 26(3) states that an application for registration of a child's name may be made by one parent if-

- (a) the person is the sole parent named in the registration of the child's birth under this Act or any other law, *or*
- (b) there is no other surviving parent of the child, *or*
- (c) the Court approves the proposed change of name.

Parent deceased

The Registrar will be satisfied that there is no other living parent, upon provision of a certified copy of a death certificate of the deceased parent. Where the provision of a death certificate is not possible, the Registrar may be satisfied by some other means.

Court approval

The Registrar will accept an application from one parent if a Court approves the proposed change of name and a certified copy of the order has been provided.

If following conditions are met, the change of name will be registered:

- 1) an order from the County Court of Victoria or a court exercising the jurisdiction of the *Family Law Act 1975 (Cth)*, such as Family Court of Australia, the Federal Circuit Court, or State Magistrates Court (or equivalent) in any Australian State or Territory
- 2) the order must discretely approve the proposed change of name by;
 - i. identifying the parent(s)
 - ii. naming the child's full current and proposed name
 - iii. directing the Registrar to change the name, *or*
 - iv. providing a parent, or person, the power to change the child's name without consent of the other parent
 - v. having the Court sign on behalf of one parent, if an order binding the other parent has not been honoured.
- 3) the Registrar is satisfied that there is no other order in contention.

A family law order for 'sole parental responsibility' for one party will not in itself be considered sufficient to remove the requirement that applications to change a child's name are to be made by both registered parents.

The name indicated within any order is the name to be recorded in the register.

Examples of orders

Orders directing the Registrar:

'That the <Mother/Father> have liberty to apply to the Registrar of Births, Deaths and Marriages to change the name of <Child's Current Name> to <Child's New Name>, without the consent of the <Mother/Father>'

OR

'That the Registrar of Births, Deaths and Marriages change the name of <Child's Current Name>, born <Date of Birth> to <Child's New Name>'

Note: Orders directing the parties (orders binding the parties, not the Registrar) do not provide direction for the Registrar to change the name of the child. These orders leave the obligation of the parties to agree (consent) to undertake the processes, such as:

'That parties do all such things necessary and sign all documents required to cause the Registrar of Births, Deaths and Marriages to change the name of <Child's Current Name>, born <Date of Birth> to <Child's New Name>'

4.5.8 Applications by other parties

Court orders made in accordance with s319 of the *Children, Youth and Families Act 2005* (CYF Act) grant 'guardianship' and 'custody' of the child to the carers, to the exclusion of all others. However, the Court may vest guardianship of the child jointly in the person or persons named in the order and the child's parent. In these instances the carers do not have the right to change the name of the child.

S321(d) of the CYF Act requires that a permanent care order, 'must include conditions that the Court considers to be in the best interests of the child concerning contact with the child's parent'. Where the Court has vested guardianship jointly to the carer(s) and the parent(s), the Registrar must consider the rights of the parent.

If consent is not possible, the Registrar may determine the application upon submission of evidence from the carers and/or supporting agencies, relating to the contact arrangements, to gain an understanding of the role of the parent(s) in the child's life, before, during and after the making of the order.

4.6 Reason for change of name

Section 28(1)(b) of the Act states that the Registrar must be satisfied 'that the change of name is not sought for a fraudulent or other improper purpose'.

In order to determine whether an applicant may have a fraudulent or improper purpose, the application will be reviewed against the following factors:

- the reason for seeking to change the name
- the extent of the change (whether altering first name, surname or both)
- the history of previous changes of name (how often and in what circumstances)
- the identity documents provided (current, accurate and demonstrating name consistency)
- whether the applicant has debts (the type and amount)
- whether the applicant has a history of fraud or criminal activity.

To be satisfied as to the reason for the change of name, the Registrar may seek further information in the form of:

- credit reports from approved credit reporting agencies (www.oaic.gov.au)
- a national police clearance
- a statutory declaration addressing the issues relevant to the Registrar.

4.7 Prohibited names

The Registrar will not register a change of name if the name to be registered constitutes a prohibited name within the meaning of section 4 of the Act. (Refer to Prohibited Name Policy)

4.8 Restriction on multiple name changes

Subject to the discretion of the Registrar, a person may only change their name:

- once within a twelve month period, *and*
- three times in their lifetime.

The restriction includes all registered name changes validated with other Australian State or Territory Registries.

For example:

- i. a person who has undertaken two interstate name changes, may apply, if eligible for one final name change in Victoria
- ii. a person who has undertaken three or more name changes interstate, may not be eligible to apply for a further change of name in Victoria
- iii. changes of name undertaken on the record of a child, are counted as changes of name in their lifetime.

In limiting the number of changes, the Registrar shall consider:

- the number of applications to register a change of name, irrespective of the application origin or outcome
- the reasons for the change
- any deed poll or assumed name in use
- all information provided or otherwise made available in the assessment of the application
- if the person is reverting to their birth name as a final name change.

The Registrar may waive the restrictions under this section if the person of the application relates to protection of the individual or their child, or the applicant has married (see 4.4.3 of this policy).

4.9 Management of applications

The Registrar is under no obligation to register incomplete or non-compliant change of name applications. The responsibility to provide all information required in the form or through further enquiries, rests with the applicant.

Applications will be assessed in date order as received by the Registrar, unless a priority service has been requested. (Refer Priority Service Policy)

In order to satisfy any requirement under this policy, the Registrar may seek further evidence in order to proceed with the application. The Registrar shall allow 28 days from the date of assessment for all requests for further evidence to be provided. Upon the expiration of the 28 days, the Registrar may:

- proceed with the application and make a determination on the information provided, *or*
- close the application, apply a refund and return any certificate provide by the applicant, *or*
- in exceptional circumstances, provide the applicant with further time to meet the request.

Exceptional circumstances may include delays in obtaining a court order, or national police check.

4.10 Refusal

Where an application does not meet the requirements of the Act or this policy, the Registrar may refuse to register the change of name.

Prior to refusal, the Registrar must first allow the applicant the opportunity to comply with requirements and advise that a failure to respond may result in the application being closed.

Refusal to register a change of name must only be exercised after consideration of all information presented in the application and any information available to the Registrar.

The Registrar may refuse an application (adult change of name) if the applicant:

- has not met the preconditions of an application – form and fee (4.3.2 of this policy), *or*
- is not an eligible person under s25(1) of the Act, *or*
- has exceeded three (3) changes of name in a lifetime, *or*
- has applied for to register a second change of name within a twelve month period, *or*
- has not satisfied the Registrar with respect to s25(1A) of the Act, *or*
- has not proved their identity to the satisfaction of the Registrar, *or*
- has not satisfied the Registrar as to the reason for the change of name, *or*
- the name chosen is deemed prohibited.

The Registrar may refuse an application (child change of name) if the applicant(s):

- has not met the preconditions of an application – form and fee (4.3.2 of this policy), *or*
- is not an eligible person, or the child is not eligible under s26(1) of the Act, (4.5.1 of this policy), *or*
- has exceeded three (3) changes of name in a lifetime, *or*
- has applied for to register a second change of name within a twelve month period,
- has not satisfied the Registrar with respect to s26(1A) of the Act, *or*
- has not proved their identity, or the identity of the child to the satisfaction of the Registrar, *or*
- has not satisfied the Registrar as to the reason for the change of name, *or*
- the name is deemed prohibited, *or*
- has not satisfied the Registrar with respect to s26(3), s26(4) or s26(5) of the Act (4.5.7 and 4.5.8 of this policy), *or*
- has not gained consent of the child, where applicable.

A refusal of change of name may interfere with a person's human rights as protected by the Charter. Accordingly, any refusal to register a change of name must be exercised in a way that minimises interference with these rights.

Where an application for a change of name is refused the Registrar will:

- set out the reasons for refusal
- their right of review of the decision (s52 of the Act)
- refund the certificate fee.

4.11 Provision of change of name information

The Registrar may provide information about change of name applications to law enforcement agencies, or to any other agency where required by law, that the Registrar deems suitable.

4.12 Refund of fees

The Registrar must refund the certificate portion of the application fee, if the application is either refused or closed.

The Registrar may exercise the discretion to refund the entire application fee.

4.13 Policy review

This policy shall be reviewed every 12 months from Registrar approval.

5 Document information

Document details

Criteria	Details
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Document title:	Change of Name Policy
Document owner:	Donna Buckley-Foster

Version control

Version	Date	Description	Author
V0.1	21 05 14	First draft	Benjamin Cox
V0.2	10 06 14	Revision	Benjamin Cox
V0.3	23 06 14	Revision from approvers input	Benjamin Cox
V0.4	23 01 15	Second Draft	Donna Buckley-Foster
V1.0	18 01 16	Final	Donna Buckley-Foster

Document approval

This document requires the following approval:

Name	Title	Organisation
Erin Keleher	Director and Registrar	BDM

Audience

The audience for this document is BDM and the Victorian community.

Reference material

Attached references	TRIM ID/Location	
Bibliography	Author	TRIM ID/Location
Best Practice Change of Name (CON) Framework	Identity Security Unit (BDM)	CF/12/8187
Change of Name Policy/Position	Various	The Font