Application to register a change of name (child under 18 years)
Important information about your child’s change of name application

Eligibility
To apply to change your child’s name in Victoria, the parent(s) of the child must consent.
The child must be:
• born in Victoria, or
• born overseas and have been residing in Victoria for at least the last 12 months.

Born interstate?
You must apply to the Registry in the State or Territory of your child’s birth.

Consent of parents
To change the name of your child, consent of both parents listed on the birth certificate is required. If consent is not available, a court order specifically allowing the change of name must be provided with the application.
If you are not the parent and wish to change a child’s name go to bdm.vic.gov.au/home/change+of+name/change+your+childs+name/

Successful applications
The success of your application will depend on the following:
• return all original birth certificates or change of name certificates previously issued to your child by the Victorian Registry of Births, Deaths and Marriages. If you are unable to return the original certificate, please complete a statutory declaration stating the reason
• respond to all questions honestly and accurately on this application form
• provide a clear reason for your child’s chosen name
• choose a name that is not considered to be obscene or offensive, too long, includes numbers or symbols without phonetic significance, makes a statement or phrase, resembles an official title or rank recognised in Australia, or is considered to be against public interest
• disclose all previous change of names and previous names used in the community for your child
• prove the eligibility and identity of each parent and your child through the provision of certified documents
• respond to any request for further information.

Fees and certificates
A fee of $106.10 must be paid when submitting this form.
The fee includes:
• an application fee of $73.70 (non-refundable)
• a standard certificate fee of $32.40.
*All prices listed on this form are subject to change. Current fees can be confirmed at bdm.vic.gov.au/fees

If your child was born in Victoria, you will receive a standard birth certificate that shows the change of name and history of changes. If your child was born overseas, you will receive a change of name certificate for your child.

When can I expect my certificate?
Information on processing times can be found at bdm.vic.gov.au

Priority service fee
An optional priority service is available for a fee of $112.00.
Your application will be assessed within 5 business days. If the application is complete and compliant, a certificate will be issued upon completion of the assessment.
If your application is incomplete, non-compliant or refused, the priority fee will not be refunded.

Translated documents
Where you are required to lodge a certified copy of a document and the document is not written in English, you must lodge at the same time, a certified translation of the document into English. The translation must be by an approved translator. An approved translator is a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Privacy and disclosure of information
The information requested on this form is collected under the provisions of the Births, Deaths and Marriages Registration Act 1996 and forms the basis of your change of name.
The Registrar may only release information about a person for legal and law enforcement purposes, in accordance with the provisions of the Act. Further information about privacy, disclosure of data, the Registry’s Access Policy and how to correct a record is available at bdm.vic.gov.au
**PART ONE - Child’s details**

**Current name**
- a) Family name (surname)  
- b) Given names

**Name at birth (if different from above)**
- a) Family name (surname)  
- b) Given names

**Date of birth**

**Sex**  
- Female  
- Male

**Place of birth**
- a) Town/State/Country

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**Father or parent’s details**

- a) Father or parent’s family name (surname)  
- b) Father or parent’s given names  
- c) Daytime telephone number  
- d) Email address

**Father or parent’s residential address (if different to mother’s)**
- a) Street no. and name  
- b) Suburb/Town  
- c) State  
- d) Postcode

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**PART TWO - Mother’s details**

- a) Mother’s current family name (surname)  
- b) Mother’s family name at birth (maiden name)  
- c) Mother’s given names  
- d) Daytime telephone number  
- e) Email address

**Mother’s residential address**
- a) Street no. and name  
- b) Suburb/Town  
- c) State  
- d) Postcode

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**PART THREE - Supporting information**

**Is your child a detainee of a remand centre or youth justice facility?**
- No  
- Yes - you must provide permission from the relevant authority with this application

**Are you the only parent on the child’s birth record?**
- Yes  
- No

**Do you have a court order that provides for a change of name for your child?**
- No  
- Yes - you must provide a copy of the order

**Is either parent of the child a prisoner?**
- No  
- Yes - you must provide permission from the relevant authority with this application

**Note.** It is an offence to apply to change your child’s name without permission of the relevant authority

**Is either parent of the child deceased?**
- Yes – Please supply a certified photocopy of the deceased parent’s death certificate  
- No

**Is either parent of the child deceased?**
- a) Suburb/Town of death  
- b) State (or country if died outside Australia)  
- c) Death registration number (if known)
PART FOUR - Child’s new name

Note. The Registrar may refuse to register your child’s name change if the new name is obscene or offensive, too long, includes numbers or symbols without phonetic significance, makes a statement or phrase, resembles an official title or rank recognised in Australia, or is considered to be against the public interest.

What do you want your child’s name to be? (a & b MUST be completed)

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<tbody>
<tr>
<td>a) Family name (surname)</td>
<td></td>
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<tr>
<td>b) Given name(s)</td>
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Why are you changing your child’s name?

Note. You must provide a valid reason in order for this name change application to be considered. Write a brief statement explaining the reason for changing their name. One word explanations such as ‘personal’, ‘passport’ or ‘school’ are not sufficient and may result in your application being unsuccessful. Please supply any relevant documents to support your application.

Reason (e.g. Known in the community as, taking on an English name, changing to another valid family name)

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Have you previously changed your child’s name (in Australia or overseas) or has your child used other name(s) in the past?

No – Go to Part Five

Yes – Please provide details below of each name used.

Note. Failure to list all previous names may result in your application being refused. If there are more names than space allows please attach a separate sheet with the required details.

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<table>
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<tbody>
<tr>
<td>Surname (family name)</td>
<td>Given name(s)</td>
<td>Date changed</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>DD/MM/YYYY</td>
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<tr>
<td>2.</td>
<td></td>
<td>DD/MM/YYYY</td>
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Where changed (Australian state or overseas country)

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<tbody>
<tr>
<td>1. cont’d</td>
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<td>2. cont’d</td>
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How changed (e.g. name change, Deed Poll)

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<tbody>
<tr>
<td>1. cont’d</td>
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<td>2. cont’d</td>
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PART FIVE - Declaration

Declaration: I declare that:

- the information I have provided in this application is true and correct;
- I am the parent or guardian of the child listed in PART ONE of this form;
- the child resides or was born in Victoria; and
- I wish for my child to be known by the new name (legal name) stated in PART FOUR of this form.

I understand that:

- this form remains the property of the State of Victoria and that some or all of the information provided may be disclosed to persons or bodies with adequate entitlement to the information under the Births, Deaths and Marriages Registration Act 1996 or the Registry’s Access Policy. This includes state and federal government agencies such as Centrelink, State licensing authorities, Department of Immigration and Border Protection and Department of Foreign Affairs and Trade;
- it is an offence under section 53 of the Births, Deaths and Marriages Registration Act 1996 to knowingly make a false or misleading representation in this application or its supporting documents and that penalties may apply; and
- the Registry may make enquiries to verify the information I have provided.

I certify that I have read and understood the declaration.

Note. You must sign the declaration in the presence of a qualified witness For example:

- a Registry or Justice Service Centre staff member
- a sworn member of the police
- a Justice of the Peace located in a police station

Mother’s signature

Witness signature

Date

DD/MM/YYYY

Witness details

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<tbody>
<tr>
<td>a) Witness full name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Daytime phone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Qualification of witness (must be a person qualified under section 107A of the Evidence (Miscellaneous Provisions) Act 1959)</td>
<td></td>
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</tbody>
</table>

Father or parent’s signature

Witness signature

Date

DD/MM/YYYY

Witness details (if different)

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>a) Witness full name</td>
<td></td>
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<tr>
<td>b) Daytime phone number</td>
<td></td>
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</table>
PART SIX - Proof of eligibility and identity

You must provide documents for each list. All documents must be current (not expired). If applying in person you must bring in a photocopy of each document as well as the original.

<table>
<thead>
<tr>
<th>Victorian born child</th>
<th>Overseas born child residing in Victoria for at least the last 12 months.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List 1 - Proof your child was born in Victoria</strong></td>
<td><strong>List 1 - Your child’s overseas birth certificate</strong></td>
</tr>
<tr>
<td>❌ Victorian birth certificate (original)</td>
<td>❌ Overseas birth certificate of your child (in English)</td>
</tr>
<tr>
<td>You MUST return all ORIGINAL standard Victorian birth certificates.</td>
<td>You must provide a copy of your child’s birth certificate to prove parentage (translated to English if required).</td>
</tr>
<tr>
<td>A change of name cannot take place until all original certificates are returned. If the application is approved you will receive an updated birth certificate. If you are unable to return the original certificate, please complete a statutory declaration stating the reason.</td>
<td>If your child’s birth certificate is not available, refer to bdm.vic.gov.au/home/change+of+name/change+your+childs+name/ for alternative options.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Proof of identity for the parents</strong></th>
<th><strong>List 2 - Proof of your child’s right to reside in Australia</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each parent must prove their identity.</td>
<td>One document issued by the Department of Immigration and Border Protection</td>
</tr>
<tr>
<td>One document each from List 2</td>
<td>❌ Australian Citizenship Certificate</td>
</tr>
<tr>
<td>Two documents each from List 3</td>
<td>❌ Australian visa (supported by overseas passport)</td>
</tr>
<tr>
<td></td>
<td>❌ ImmiCard</td>
</tr>
<tr>
<td></td>
<td>❌ Travel document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>List 2 - Link between photo and signature</strong></th>
<th><strong>List 3 - Proof your child has been residing in Victoria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you cannot provide current photo identification, please see PART NINE - Guarantor</td>
<td>One document</td>
</tr>
<tr>
<td>One document for each parent</td>
<td>❌ Confirmation of school attendance for the last 12 months (letter on school letterhead or academic results)</td>
</tr>
<tr>
<td>❌ Australian passport</td>
<td>❌ Bank statements – 12 months (must show Victoria transactions)</td>
</tr>
<tr>
<td>❌ Overseas passport</td>
<td>If your child is not of school age, each parent must prove their residence in Victoria (joint material is acceptable)</td>
</tr>
<tr>
<td>❌ Australian driver licence (or learner permit)</td>
<td>❌ Utility accounts – covering at least 12 months (electricity, gas, water)</td>
</tr>
<tr>
<td>❌ Australian firearm licence</td>
<td>❌ Lease or tenancy agreement(s) covering at least 12 months</td>
</tr>
<tr>
<td></td>
<td>❌ Bank statements – covering at least 12 months (must show Victoria transactions)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>List 3 - Operation in the community</strong></th>
<th><strong>Proof of identity for the parents</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two documents for each parent</td>
<td>Each parent must prove their identity.</td>
</tr>
<tr>
<td>❌ Medicare card</td>
<td>One document each from List 4</td>
</tr>
<tr>
<td>❌ Credit card or ATM card</td>
<td>Two documents each from List 5</td>
</tr>
<tr>
<td>❌ Marriage certificate issued in Australia</td>
<td><strong>List 4 - Link between photo and signature</strong></td>
</tr>
<tr>
<td>❌ Change of name certificate issued in Australia</td>
<td>If you cannot provide current photo identification, please see PART NINE - Guarantor</td>
</tr>
<tr>
<td>❌ Divorce certificate issued in Australia</td>
<td>One document for each parent</td>
</tr>
<tr>
<td>❌ Student or tertiary identity card</td>
<td>❌ Australian passport</td>
</tr>
<tr>
<td>❌ Australian security guard or crowd controller licence</td>
<td>❌ Overseas passport</td>
</tr>
<tr>
<td>❌ Department of Veteran Affairs card</td>
<td>❌ Australian driver licence (or learner permit)</td>
</tr>
<tr>
<td>❌ Working with Children Check card</td>
<td><strong>List 5 - Operation in the community</strong></td>
</tr>
<tr>
<td></td>
<td>Two documents for each parent</td>
</tr>
<tr>
<td></td>
<td>❌ Medicare card</td>
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<tr>
<td></td>
<td>❌ Credit card or ATM card</td>
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<tr>
<td></td>
<td>❌ Marriage certificate issued in Australia</td>
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<td>❌ Working with Children Check card</td>
</tr>
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Continue to ‘Certify your documents’ section
Fees
A fee of $106.10 must be paid when submitting this form. The fee includes:
• an application fee of $73.70 (non-refundable)
• a standard certificate fee of $32.40.
The standard certificate may be used as proof of your child's name change for legal and other official purposes. For information on processing times go to bdm.vic.gov.au
Priority service fee
An optional priority service is available for a fee of $112.00.
• If your application is complete and approved, your certificate will be issued within 5 business days.
• Please note, if your application is incomplete or not approved, the priority fee will not be refunded.

How do you wish to pay?
By mail
• Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages

Credit - If paying by credit card, please complete the Credit Card Payment section below.

Bank cheque
Money order

In person
The Registry accepts credit cards, EFTPOS cards, money orders and bank cheques.

Credit Card Payment (mail applications only)

Card type
• Visa
• MasterCard

Total $

Card number

Expiry date

Name on card
PART SEVEN - Payment (continued)

Please mail the certificate to:
- My residential address, as already provided
- Other - Provide details below

a) Name

b) Street no. and name

c) Suburb/Town

d) State

e) Postcode

PART NINE - Guarantor

Photo and signature

Have you supplied an identity document from PART SIX that proves the link between your photo and your signature?
- Yes - Go to part PART TEN
- No - You must supply a certified photograph and signature.

Photograph

Professional passport photos are preferred. These are available from most Australia Post outlets, retail photo processing outlets and some chemists. If you are supplying your own photo, it must:
- be no more than 6 months old
- show only head and top of shoulders
- be clear, in focus, and of good quality colour, brightness and contrast
- 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 photo 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 (do not staple)
- be signed on the back by a Guarantor along with your name and signature.

Guarantor

You must have a Guarantor endorse your photo. The Guarantor must:
- not be related to you by birth or marriage
- not be a domestic partner or in a registered domestic relationship with you
- not live at the same address as you
- have known you for at least 12 months
- be 18 years of age or over.

The Guarantor must:
- endorse the back of the photo by writing ‘This is a true photo of (the applicant’s full name)’ and signing their own name (see illustration at right)
- complete and sign the declaration below.

PART EIGHT - Child’s consent (12+ years)

Consent

I consent to my name being changed to the name listed in Part FOUR of this form.

Note
- The child must sign this consent in front of a witness who is 18 years of age or over and not a parent or legal guardian of the child.

Child’s signature

Witness signature

Date

Witness details
- Full name
- Daytime phone number

Guarantor’s details

Full Name

Daytime telephone number

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 Victorian 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

b) Date
For your application to be successful, please check that you have met all the following requirements:

- I / We are the parents of the child listed in the form
- The child is under 18 years of age
- The child was born in Victoria, or
- The child was born overseas and they have been residing in Victoria for at least the last 12 months
- I have returned any original Victorian birth certificates or completed a statutory declaration explaining why I have not
- If I have answered ‘yes’ to any questions in PART THREE I have provided a response, certificate, approval or court order where applicable
- I / We have signed the declaration in PART FIVE, and PART EIGHT in the presence of a qualified witness
- I / We and have supplied photocopies of identity documents (each parent) from PART SIX, including those for the child.
- If applying by mail:
  All identity documents have been certified at a selected Justice Service Centre, by a sworn member of the police, or a Justice of the Peace located in a police station
- I have included payment or completed the credit card section, in PART SEVEN

After changing your child's name

Once your child's name has been changed you must update all official documents and records to show their new name. This includes their passport, Medicare and school records.