Application to register a change of name (adult 18+ years)
Important information about your change of name application

Eligibility
To apply to change your name in Victoria you:
• must be 18 years of age or older
• 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 birth.

Multiple changes
A person may only change their name once in a 12 month period and 3 times in their lifetime (subject to the discretion of the Registrar).

Change of name by marriage
If you were married in Australia you may assume the name of your spouse through common usage. A standard marriage certificate issued by the Registry of Births, Deaths and Marriages in the State or Territory where you were married is sufficient as proof of your right to use your spouse’s name.

If you were married overseas, you should check with the organisation requesting your identity documents (e.g. Australian Passports Office, VicRoads) before you apply to change your name.

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

- Victorian born persons will receive a standard birth certificate, which shows the change of name and history of changes.
- Overseas born persons will receive a change of name certificate.

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

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 you by the Victorian Registry of Births, Deaths and Marriages, or 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 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
• prove your eligibility and identity through the provision of certified proof of identity documents
• respond to any request for further information.

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.

Credit report
If you have previously changed your name, or you are seeking to change both your given and surnames, you must include a copy of a current credit report with your application.

You may obtain a free copy of your credit report by contacting one of the following agencies:
• Equifax (formerly known as Veda Advantage) – mycreditfile.com.au
• Dunn and Bradstreet – checkyourcredit.com.au
• Experian Credit Services – experian.com.au

Police clearance
Depending on the extent of your name change and your responses to the questions within this form, you may be requested to provide a national police clearance.

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 - Your details

Title

- Mr  
- Mrs  
- Miss  
- Ms  
- Other  

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

DD/MM/YYYY

Sex

- Female  
- Male  

Place of birth

a) Suburb/Town

b) State (or country if born outside Australia)

Current residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

Daytime telephone number

Email address

Parents’ details

a) Mother’s current family name (surname)

b) Mother’s family name at birth (maiden name)

c) Mother’s given names

d) Father or parent’s family name (surname)

e) Father or parent’s given names

PART TWO - Your new name

Note. The Registrar may refuse to register your name change if the name is considered 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 name to be? (a & b MUST be completed)

a) Family name (surname)

b) Given names

PART THREE - Supporting information

Have you ever been arrested, charged, on bail or convicted of a fraud related offence?

- No  
- Yes - you must attach a statutory declaration explaining the circumstances and provide a credit report.

Note. You might be required to provide a National Police Check and/or copy of the charge sheet.

Are you a prisoner, on parole, a registered sex offender or subject to an interim supervision order or a supervision order?

- No  
- Yes - you must attach permission from the relevant authority with this application.

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

Do you have any financial defaults?

- No  
- Yes - you must attach a copy of your credit report under your current name and any names you have previously used.

- you must provide evidence that you have notified your creditors of your intention to change your name.

Have you ever been declared bankrupt?

- No  
- Yes - you must attach a letter on an official letter head which acknowledges your bankruptcy and states that there is no objection to your requested change of name from the Australian Financial Services Authority or from your Trustee in Bankruptcy.
**PART THREE - Supporting information**

Why are you changing your name?

**Note.** You need to provide a reason in order for your name change application to be considered. Write a brief statement explaining the reason for changing your name. One word explanations such as ‘personal’, ‘professional’, ‘passport’ or ‘driver licence’ are not sufficient and may result in your application being unsuccessful. Please supply any relevant documents to support your application (e.g. your marriage certificate if you were married overseas).

**Reason (e.g. Taking on an English name, changing to another family name, known in the community as)**

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

- [ ] No
- [ ] Yes - you must provide:
  - details below of each name used
  - a copy of your credit report under your current name and any names you have previously used
  - all previous change of name certificates.

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

Provide all previous names (if any)

<table>
<thead>
<tr>
<th>Family name (surname)</th>
<th>Given names</th>
<th>Date changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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</table>

**Where changed (Australian state or overseas country)**

<table>
<thead>
<tr>
<th>How changed (e.g. name change, Deed Poll)</th>
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<tbody>
<tr>
<td>1. cont'd</td>
</tr>
<tr>
<td>2. cont'd</td>
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<tr>
<td>3. cont'd</td>
</tr>
</tbody>
</table>

Are all your identity documents (e.g. driver licence, passport, Medicare card) in your current name?

- [ ] Yes
- [ ] No - Please specify why not

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**PART FOUR - Declaration**

**Declaration**

I declare that:

- information I have provided in this application is true and correct;
- I reside or was born in Victoria; and
- I wish to be known by the new name (legal name) stated in PART TWO 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 above.

**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

a) Applicant’s signature

b) Witness signature

c) Date

**Witness details**

<table>
<thead>
<tr>
<th>Family name (surname)</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Given names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Qualification of witness (must be a person qualified under section 107A of the Evidence (Miscellaneous Provisions) Act 1958

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### Victorian born

**List 1 - Proof you were born in Victoria**
- Victorian birth certificate (original)

**You MUST return all ORIGINAL standard Victorian birth certificates.**

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.

**List 2 - Link between photo and signature**

If you cannot provide current photo identification, please see PART SEVEN - Guarantor
- Australian passport
- Australian driver licence (or learner permit)
- Australian firearm licence

**List 3 - Operation in the community**
- Medicare card
- Credit card or ATM card
- Marriage certificate issued in Australia
- Change of name certificate issued in Australia
- Divorce certificate issued in Australia
- Student or tertiary identity card
- Australian security guard or crowd controller licence
- Department of Veteran Affairs card
- Working with Children Check card

**List 4 - Proof of your current residential address**
- Australian driver licence (or learner permit)
- Utility account (electricity, gas, water)
- Rates notice
- Centrelink concession card
- Bank statement
- Current tenancy or lease agreement
- Superannuation fund statement

Continue to ‘Certify your documents’ section

### Overseas born and residing in Victoria for at least the last 12 months.

**List 1 - Proof of your right to reside in Australia**
- A document issued by the Department of Immigration and Border Protection
- Australian Citizenship Certificate
- Australian visa (supported by overseas passport)
- ImmiCard
- Travel document

**List 2 - Proof you have been residing in Victoria for at least the last 12 months before the application**
- Utility accounts – covering at least 12 months (electricity, gas, water)
- Bank statements – covering at least 12 months (must show Victorian transactions)
- Lease or tenancy agreement(s) covering at least 12 months (joint name may be acceptable)
- Confirmation of enrolment in a Victorian tertiary institution covering at least 12 months

**List 3 - Link between photo and signature**

If you cannot provide current photo identification, please see PART SEVEN - Guarantor
- Australian passport
- Overseas passport
- Australian driver licence (or learner permit)
- Australian firearm licence

**List 4 - Operation in the community**
- Medicare card
- Credit card or ATM card
- Marriage certificate issued in Australia
- Change of name certificate issued in Australia
- Divorce certificate issued in Australia
- Student or tertiary identity card
- Australian security guard or crowd controller licence
- Working with Children Check card

Note: One document must prove your place of birth

Continue to ‘Certify your documents’ section

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

OR

Note: At least one document from the below lists MUST state PLACE OF BIRTH

- Australian passport
- Overseas passport
- Australian driver licence (or learner permit)
- Australian firearm licence
Certify your documents
Applying by mail?
You must mail certified photocopies of each identity document.

How to certify your identity documents
1. Make a photocopy of each identity document
2. Take your photocopies and original documents to:
   a. select Justice Service Centres, or
   b. a police station, and ask a sworn member of police or a JP located in the police station to certify them.

Applying in person?
You must bring in your original identity documents AND photocopies of each identity document.

Can’t make it to Melbourne?
You may lodge your application and certify photocopies of your identity documents at select Justice Service Centres (JSC). To find your nearest JSC, visit bdm.vic.gov.au/jsc

Applying from outside Victoria?
If you are applying from other Australian States or Territories you may have photocopies of your identity documents certified by a sworn member of police or a Justice of the Peace.

All applicants please note:
• Do not send original identity documents by mail (except when returning your original Victorian birth and/or change of name certificates)
• All documents must be current (not expired) and show current residential address, where applicable
• If your lease or tenancy agreement is more than 12 months old you must provide a letter from your real estate agent which confirms you are a tenant at the same address
• If you supply printed online bank or utility statements they must be stamped and approved by the bank or utility company. The statements must show your name and residential address
• If your identity documents are not in English, you must attach a translation by a NAATI accredited translator
• Failure to correctly submit your proof of identity documents will delay your application.

If you are unable to meet these requirements, please contact the Registry by emailing vicbdm@justice.vic.gov.au

PART SIX - Payment
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 name for legal and other official purposes. For processing times go to 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.

I wish to submit the following payment:

<table>
<thead>
<tr>
<th>Price*</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and certificate fee</td>
<td>$106.10</td>
</tr>
<tr>
<td>Priority service fee</td>
<td>$112.00</td>
</tr>
</tbody>
</table>

Select ONE delivery method – go to auspost.com.au for details

<table>
<thead>
<tr>
<th>Australia</th>
<th>Price*</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Post / Handling – generally 6 business days to your delivery address</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Registered Mail (Standard) – generally 6 business days to your delivery address, signature required</td>
<td>$7.30</td>
<td>$7.30</td>
</tr>
<tr>
<td>Express Post – best option for urgent delivery</td>
<td>$7.70</td>
<td>$7.70</td>
</tr>
<tr>
<td>Outside Australia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airmail</td>
<td>$3.60</td>
<td>$3.60</td>
</tr>
<tr>
<td>Express International</td>
<td>$52.00</td>
<td>$52.00</td>
</tr>
</tbody>
</table>

*All prices listed on this form are subject to change. Current fees can be confirmed at bdm.vic.gov.au/fees

Total $106.10

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 card the Credit Card Payment section below.

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 $106.10

Card number

Expiry date

Name on card

Signature of cardholder
PART SIX - Payment (continued)

Please mail my 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 SEVEN - Guarantor (continued)

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 following declaration.

Guarantor’s details
(if applicable)

Title
- Mr
- Mrs
- Miss
- Ms
- Other

Full Name

Date of birth

Daytime telephone number

How do you know the applicant?
(eg. doctor, lawyer, friend)

How long have you known the applicant?

Guarantor’s declaration
I declare that the information I have provided is true and correct to my knowledge and that I qualify to be a Guarantor for the person changing their name in this application.
I understand that the 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.

a) Guarantor’s signature
b) Date

PART SEVEN - Guarantor

Photo and signature
Have you supplied an identity document from PART FIVE that proves the link between your photo and your signature?
- Yes - Go to part PART EIGHT
- 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.

Front

Size:
35 – 40 mm
45 – 50 mm

Min. 32 mm
Max. 36 mm

Back

This is a true photo of

(applicant’s full name)

(applicant’s signature)

(Guarantor’s signature)
Submit your form, payment, proof of identity and other supporting documents:

**By mail**
Victorian Registry of Births, Deaths and Marriages
GPO Box 4332, Melbourne VIC 3001

**In person**
Victorian Registry of Births, Deaths and Marriages Customer Service Centre or Select Justice Service Centres (JSC).
Ground floor, 595 Collins St, Melbourne
For opening hours go to bdm.vic.gov.au

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**Checklist**

- I am 18 years of age or older
- I am born in Victoria, or
- I am born overseas and I have been residing in Victoria for at least the last 12 months
- I have returned any original birth certificates or change of name certificates issued by the Victorian Registry 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 declaration, credit report and responses where applicable
- I have signed the declaration in PART FOUR in the presence of a qualified witness
- I have supplied photocopies of identity documents as required from PART FIVE

**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, PART SIX

**After changing your name**
Once your name has been changed you must update all official documents and records to show your new name. This includes your driver licence, passport, bank account, electoral roll details, records with your superannuation and insurance providers and local council.

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**Victorian Registry of Births, Deaths and Marriages**
bdmvic.gov.au

- **Application enquiries** vicbdm@justice.vic.gov.au
- **General enquiries** 1300 369 367

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July 2017

Recognising the significance of life events