

Request exception to rules

For change of name application child (under 18)

Complete this request if your child is not eligible for a change of name but would like us to review your child's special situation so that their name may be changed.

Before submitting your request

- We/I want to change our child's name, but do not meet the normal rules to apply because my child:
- was born overseas and is either
 - 1 year (or older) and has not lived in Queensland for at least 12 months
 - under 1 year and I have not lived in Queensland for a least 12 months
 - had their name changed less than 12 months ago in Australia, **or**
 - has had their first and/or middle name(s) changed once before in Australia.
- We/I have read the change of name policy and how to apply and believe my child's situation fits one of the categories outside the normal rules where the Registry of Births, Deaths and Marriages (RBDM) can consider allowing the change of name, visit www.qld.gov.au/changename.
- We/I want RBDM to look at my child's situation and allow the change of name application as an exception to the normal rules.
- We/I have attached evidence showing how our child's situation is exceptional—read the change of name policy, visit www.qld.gov.au/RBDMchangeofnamepolicy.
- We/I am submitting this request with a change of name application or have already submitted a change of name application.

We/I understand and accept that:

- these requests are not often approved.
- the application will take longer to consider than a normal change of name application—even if we/I paid for priority service.
- if this request is not approved our child's change of name application will be cancelled, and the application fee (and priority fee, if paid) will not be refunded. RBDM will refund any payment for postage and any extra certificates. Read more about the refund policy, visit www.qld.gov.au/RBDMrefundpolicy.
- this request will not help if the child's other parent or person with shared parental responsibility does not agree with the name change—you must get a Queensland Magistrates Court order.

Submitting your request

Your request will take longer if your documents are not correct. Submit your completed request either:

- by post, with certified copies of supporting documents and your change of name application form (if not submitted already) to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person, take your completed request, original supporting documents and your change of name application form (if not submitted already) to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane. If you have not submitted a change of name application yet you will need to **book an appointment**, visit www.qld.gov.au/changename.

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Office use only

For change of name application child (under 18)

Effective as of 24/06/2024

Registry of Births, Deaths and Marriages Act 2023 (Sections 29 and 32)

Please read and complete the checklist attached before signing the declaration(s) and submitting this request. Please print clearly and do not use block letters or correction fluid/tape. If you make a mistake, initial the correction.

1. Who is applying *Must match your proof of ID and the change of name application*

| | | | |
|--|--|-----------------|--|
| First name | | | |
| Middle name(s) if any | | | |
| Family name | | | |
| Home address <i>Street, suburb, state and country if overseas</i> | | Postcode | |
| *Contact number <i>mobile preferred</i> | | | |
| *Email | | | |

*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

Other person applying (if applicable) *Must match your proof of ID and the change of name application*

| | | | |
|--|--|-----------------|--|
| First name | | | |
| Middle name(s) if any | | | |
| Family name | | | |
| Home address <i>Street, suburb, state and country if overseas</i> | | Postcode | |
| *Contact number <i>mobile preferred</i> | | | |
| *Email | | | |

*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

2. Child's details *Must match the details on the child's birth certificate and change of name application*

| | | | |
|--|--|--|--|
| First name | | | |
| Middle name(s) if any | | | |
| Family name | | | |
| Date of birth | | | |
| Place of birth | | | |
| City or town | | | |
| State or territory | | | |
| Country <i>if born overseas</i> | | | |

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3. Change of name application *You must tick the one that applies to your child*

We/I are submitting this request together with a change of name application

We/I have already submitted a change of name application

4. Request details *Choose any that apply to your child and the reason for your request, read the change of name policy*

| We/I are not eligible to change our child's name because: | Reason this change of name is needed: |
|--|---|
| <input type="checkbox"/> Child was born overseas and has not lived in Queensland for 12 months (or more) <i>If the child is under 1, at least 1 person applying must have lived in Queensland for 12 months (or more)</i> | <input type="checkbox"/> Due to marriage or divorce of 1 of the people applying <input type="checkbox"/> Protection of the child or someone they know <input type="checkbox"/> Approved by an Australian court (order must be attached) <input type="checkbox"/> Other exceptional circumstances |
| <input type="checkbox"/> Child's name was changed in Australia within the last 12 months | <input type="checkbox"/> To affirm the child's identity after altering sex <input type="checkbox"/> Due to marriage or divorce of 1 of the people applying <input type="checkbox"/> Protection of the child or someone they know <input type="checkbox"/> Approved by a Magistrates Court or other Australian court (order must be attached) <input type="checkbox"/> Other exceptional circumstances |
| <input type="checkbox"/> Child's first or middle name(s) were changed before and we/I want to change them again <i>This does not apply if the child was under 1 year old when their name was changed</i> | <input type="checkbox"/> To affirm the child's identity after altering sex <input type="checkbox"/> Due to marriage or divorce of 1 of the people applying <input type="checkbox"/> Protection of the child or someone they know <input type="checkbox"/> Approved by a Magistrates Court or other Australian court (order must be attached) <input type="checkbox"/> Other exceptional circumstances |

5. Reason you are not able to wait the required 12 months

Tell us why you cannot wait the required 12 months for your child to be eligible to apply for a name change. If you are changing your child's first or middle names, and they were changed before, go to section 6.

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6. Reason you are applying for an exception to the rules *Read the change of name policy*

Tell us detailed information about your child's situation and provide supporting evidence—attach a letter if you need more space.

7. Declaration *Everyone who is applying for the change of name must sign this request*

We/I declare all the information provided is true and correct. We/I also understand that the Registry of Births, Deaths and Marriages may refuse this request, and that we/I will not receive a refund for the child's change of name application.

Person applying

Name *in full*

Signature
of person applying

Date DD / MM / YYYY

Other person applying

Name *in full*

Signature
of other person applying

Date DD / MM / YYYY

Privacy notice

The collection of the information on this form is authorised by the *Births, Deaths and Marriages Registration Act 2023*. It is used for the purposes of the Act which include registering a change of name in Queensland and issuing change of name and birth certificates. We will only use your information for this purpose, or as authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*. Your information may be shared with law enforcement and government agencies, verified with government and non-government agencies and for fraud prevention. Access to a certificate or information may be granted to any person who has adequate reason to obtain it and meets the requirements of the [access policy](#). For general information about the registry visit www.qld.gov.au/rbdm or contact the registry within Australia on **13 QGOV (13 74 68)**, international callers **+61 7 3022 6100 (+10 hours UTC)**.