

Change of name child (under 18) application

If a person under 18 years has been married, they are considered an adult (for this application) and must complete a change of name for an adult over 18 years.

Before submitting your child's application

Either we/I:

- have read the rules and are eligible to apply, visit www.qld.gov.au/changename, or
- am not eligible to apply and have attached a request exception to rules form along with supporting evidence of the child's situation—we/I understand the request may not be approved.
- The child is born in Queensland or overseas (outside Australia)—if born or adopted in another Australian state or territory contact the registry there.
- We/I have provided certified copies of all required supporting documents showing:
- proof of ID for each person applying (details on page 2)
 - previous changes of name for the child
 - previous changes of name for the person(s) applying
 - parental responsibility for the child under parenting order, relevant child protection order, or will (details in section 1).
- Another adult (18 or older) has witnessed our signatures in the declarations section—includes the signature of the child if aged 12 to 17.
- We/I have included payment and completed the 'payment options' section below (if applying and paying by post).

If the child was born or adopted **outside Australia**, we/I have also attached these extra certified documents showing the:

- Child has lived in Queensland for the past 12 months, or if the child is under 12 months evidence that 1 person applying has lived here for the past 12 months.
- Child's birth details
- birth certificate—if not in English, we/I have attached a translation from an accredited translator.
 - if we/I cannot provide a birth certificate, we/I have attached **both**
 - a statutory declaration showing the child's birth name, place and date of birth, and why we/I cannot get the child's birth certificate
 - an Australian travel document—such as a convention travel document or certificate of identity.

For more information about evidence of birth details and Queensland residency read the refund policy, visit www.qld.gov.au/RBDMrefundpolicy.

Submitting your application

The application will take longer if the payment and documents are not correct. Submit the completed application form:

- by post, with payment and certified copies of proof of ID to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person by **booking an appointment**, visit www.qld.gov.au/changeyourname. Bring to your appointment your completed application form, original proof of ID and payment (if you chose not to pay online) to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane.

Payment options *Your credit card will be charged according to current fees.*

a) Who is paying the fee <i>your name or organisation</i>			
b) Child's new name <i>in full</i>			
c) I have enclosed a bank cheque or money order payable to the Registry of Births, Deaths and Marriages for <i>we do not accept personal cheques</i>			
or debit my credit card	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		
Card number	□ □ □ □ / □ □ □ □ / □ □ □ □ / □ □ □ □		
Expiry date	□ □ / □ □		
Name on card			Signature of cardholder



Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane, customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none"> Justice of the Peace Commissioner for Declarations Barrister or Solicitor Notary Public 	<ul style="list-style-type: none"> Notary Public Australian Embassy officer Australian Consulate officer

You must provide **3 forms of current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

All forms of ID must either be:

- current**—document has an expiry date, is valid, and not past the expiry date; **OR**
- recent**—document does not have an expiry date, and was issued no more than 6 months before being submitted to us.

If you currently live overseas, you may use the local equivalent for the ID items listed. For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

If you currently live overseas, you may use the local equivalent for the ID items listed.

For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

Types of ID (categories)

Personal ID	Community ID	Home address evidence
<input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Healthcare card <input type="checkbox"/> Student ID <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Salary advice or payslip <input type="checkbox"/> Private Health Provider ID card <input type="checkbox"/> Defence Force or Police Service photo ID card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> Document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration certificate <input type="checkbox"/> Birth certificate (does not expire) <input type="checkbox"/> Security guard or crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p>Only provide the page with your name and current home address details. If the home address evidence provided is older than 6 months, we may still accept it.</p> <input type="checkbox"/> Utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent or lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Vehicle registration or driver licence renewal notice from the last 12 months <input type="checkbox"/> Official correspondence from Government service providers (not from us) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice from the last 12 months

Change of name child (under 18) application

Office use only

Registration details:

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023 (Section 28)

Please read the checklist and information available at www.qld.gov.au/changename before completing the application. Print clearly and **do not** use block letters or correction fluid/tape.

1. Who is applying *Must match your proof of ID, to view who can apply visit www.qld.gov.au/changename*

First name(s)			
Family name			
Relationship to child	<input type="checkbox"/> Parent OR Parental responsibility under a: <input type="checkbox"/> parenting order—court order attached <input type="checkbox"/> child protection order—court order attached <input type="checkbox"/> will—will and parents' death certificates attached		
Home address <i>Street, suburb, state</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.

Normally both registered parents or all persons with parental responsibility must apply together: tick 1 that applies

- Both parents or persons with legal parental responsibility are applying together (*continue completing this section*)
- Only 1 parent is shown on the birth certificate, parenting order, child protection order, or will (*go to section 2*)
- Other person on birth certificate or court order has passed away—death certificate attached (*go to section 2*)
- Queensland Magistrates Court has approved the name change—order attached (*go to section 2*)

Other parent or person with parental responsibility applying: *Must match your proof of ID*

First name(s)			
Family name			
Relationship to child	<input type="checkbox"/> Parent OR Parental responsibility under a: <input type="checkbox"/> parenting order—court order attached <input type="checkbox"/> child protection order—court order attached <input type="checkbox"/> will—will and parents' death certificates attached		
Home address <i>Street, suburb, state</i>			Postcode
*Contact number <i>mobile preferred</i>			
*Email			

2. Child's birth details *Must match the details on your child's birth or adoption certificate.*

If the child was born overseas you must provide their birth certificate. Include an accredited translation, if not in English.

First name	
Middle name(s) <i>if any</i>	
Family name	
Date of birth	DD / MM / YYYY

Place of birth	
Town or city	
State	
Country <i>if born overseas</i>	
Mother or registered parent's name <i>in full</i>	
Father or registered parent's name <i>in full</i>	

3. Child's new name

If your application is approved, below are the first name, middle name(s), and family name your child will use and you will need to change their name everywhere they are registered in the community.

Clearly show the use of hyphens, capital letters and spaces if required (e.g. Smith-Jones, McLeod, Van der Berg). Be careful when completing as changes cannot be made when the proposed new name has been registered.

A name can't be changed back to the name already on a birth certificate, where both names are the same (i.e. Jane Doe to Jane Doe).

First name	
Middle name(s) <i>if any</i>	
Family name	

Only complete if your child was born or adopted in Queensland—is their birth certificate to show their new name?

<input type="checkbox"/> Yes , show new name on their birth certificate Front of certificate shows your child's new name Back of certificate shows your child's previous name, and the date it changed <i>If you choose this option, you will get a free birth certificate to update your child's name in the community. This suits most people.</i>	<input type="checkbox"/> No , keep new name private on their birth certificate Front of certificate shows your child's previous name Back of certificate shows that you changed your child's name, and the date it changed, but does not show their new name <i>If you choose this option, you will get a free change of name certificate.</i>
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4. Other changes of name for the child *Current name is different to the name that appears on their birth certificate.*

Has the child's name changed since birth?	<input type="checkbox"/> No (<i>go to section 5</i>) <input type="checkbox"/> Yes, evidence is attached (<i>continue completing this section</i>)
Have the child's first or middle names been changed before?	<input type="checkbox"/> No (<i>continue completing this section</i>) <input type="checkbox"/> Yes, my application may be rejected as not being eligible—I have attached a request exception to rules form*
Have you changed your child's name in Australia within the last 12 months?	<input type="checkbox"/> No (<i>go to section 5</i>) <input type="checkbox"/> Yes, my application may be rejected as not being eligible—I have attached a request exception to rules form*

*Exceptions to rules are not often granted. If you need us to review your child's situation you must attach a completed request exception to rules form giving us a detailed reason, visit www.qld.gov.au/rbdmexceptionchild. The application fee will not be refunded if your request is refused.

Continue to next page

Start with the child's most recent change of name below. You will need to provide certified copies of documents showing how their name was changed—for example, a change of name certificate or court order.

Name in full	
How was the child's name changed? <i>change of name application, court order</i>	DD / MM / YYYY
Name in full	
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Name in full	
How was the child's name changed? <i>change of name application, court order</i>	DD / MM / YYYY

For additional name changes provide the details on a statutory declaration.

5. Where the child lives *Only if born overseas—see the www.qld.gov.au/RBDMchangeofnamepolicyChild*

If your child was born or adopted in Queensland go to section 6.

Child 12 months (or older)	
Has the child lived in Queensland for at least the last 12 months?	<input type="checkbox"/> Yes, evidence is attached <input type="checkbox"/> No, my application may be rejected as not being eligible—I have attached a request exception to rules form*
Child under 12 months	
Has one of the applicants lived in Queensland for at least the last 12 months?	<input type="checkbox"/> Yes, evidence is attached <input type="checkbox"/> No, my application may be rejected as not being eligible—I have attached a request exception to rules form*
*Exceptions to rules are not often granted. If you need us to review your child's situation you must attach a completed request exception to rules form giving us a detailed reason, visit www.qld.gov.au/rbdmexceptionchild . The application fee will not be refunded if your request is refused.	

6. Other legal names for person(s) applying

Have the person(s) applying used other legal names?	<input type="checkbox"/> Yes, evidence is attached for all legal name changes—for example change of name certificate, marriage certificate <input type="checkbox"/> No
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7. Reason for name change

Tell us why you want to change your child's name and give us as much detail as possible. For example, the child's mother has remarried, and you would like the child to use their step-parent's family name. Simply writing 'personal' or 'passport' is not enough information and the application may be refused.

We are/I am wanting to change our/my child's name for the following reasons:

Continue to next page

8. Declarations *Must be completed by everyone applying, any child aged 12-17 and witnessed by another adult 18 (or older)*

I declare that this change of name is not sought for a fraudulent or other improper purpose. I declare all the information provided on this application is correct.

Name of person applying			
Signature <i>of person applying</i>			
Signature <i>of witness</i>		Date witnessed	DD / MM / YYYY
Name <i>of witness</i>			
Contact number of witness <i>mobile preferred</i>			
Email <i>of witness</i>			

The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information. Any person who knowingly makes any false statement relating to any matter to be registered is liable to imprisonment of 3 years under section 501 of the Criminal Code.

I declare that this change of name is not sought for a fraudulent or other improper purpose. I declare all the information provided on this application is correct.

Name of other person applying			
Signature <i>of other person applying</i>			
Signature <i>of witness</i>		Date witnessed	DD / MM / YYYY
Name <i>of witness</i>			
Contact number of witness <i>mobile preferred</i>			
Email <i>of witness</i>			

Child's declaration *To be completed by the child if aged 12 to 17*

I child's current name			
of child's home address			
As a child 12 (or older), I consent to my name being changed:			
from <i>current name</i>			
to <i>new name</i>			
Signature <i>of child</i>			
Signature <i>of witness</i>		Date witnessed	DD / MM / YYYY
Name <i>of witness</i>			
Contact number of witness <i>mobile preferred</i>			
Email <i>of witness</i>			

The Registry of Births, Deaths and Marriages may contact you to verify these details or to request further information. Any person who knowingly makes any false statement relating to any matter to be registered is liable to imprisonment of 3 years under section 501 of the Criminal Code.

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your change of name under the *Births, Deaths and Marriages Registration Act 2023*. The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of the data. Change of name data is provided to the Queensland Police Service for database matching and updating. Access to this information or a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit **www.qld.gov.au/rbdm**.

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9. Certificate order details *This application includes 1 free official certificate*

A **change of name certificate** will be the only certificate available if your child was born overseas. The certificate provides some birth information, the new name and any previous change of name registered in Queensland by us. They are not proof of birth details and will not show other name changes if they were not registered.

A **birth certificate** shows all your child's birth details. If they were born or adopted in Queensland and you chose to show their new name you can use their birth certificate to update your child's name in the community.

My child was born **overseas**—you will be sent a free official change of name certificate (*chn4-c*)

My child was born or adopted **in Queensland**

To update your child's name in the community, if you chose to:

- show your child's new name on their birth certificate—you will be sent a free official birth certificate
- keep your child's new name private on their birth certificate—you will be sent a free official change of name certificate.

If being sent a free birth certificate do you want it to show your child's sex?

Yes (*chn4-a*)

No *may not be suitable as an identity document* (*chn4-b*)

Additional certificates <i>To view fees visit www.qld.gov.au/rbdm</i>	Quantity	Office use only
<input type="checkbox"/> Official birth certificate (with sex) <i>Queensland registered births only</i>	How many ____	With sex <i>ccpb</i>
<input type="checkbox"/> Official birth certificate (without sex) <i>Queensland registered births only</i>	How many ____	Without sex <i>ccpbn</i>
<input type="checkbox"/> Official change of name certificate	How many ____	<i>cccn</i>

Priority *Tick one option*

Non-urgent Urgent (additional fee payable)

10. Delivery details

Type of delivery	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post (recommended for security) <input type="checkbox"/> Express post <input type="checkbox"/> International registered post		
Where certificate is to be posted	<input type="checkbox"/> Post to the parent(s) at the home address above OR <input type="checkbox"/> Post to the delivery details below:		
First name			
Family name			
Postal address <i>include country only if not Australia</i>		Postcode	