

Request exception to rules

For change of name application adult (over 18)

Complete this request if you are not eligible for a change of name but would like us to review your special situation so that your name may be changed.

Before submitting your request

- I want to change my name, but do not meet the normal rules to apply because I either:
- was born overseas and have not lived in Queensland for 12 months
 - changed my name less than 12 months ago in Australia, **or**
 - already changed my name 3 times (or more) in Australia.
- I have read the change of name policy and how to apply and believe my situation fits one of the categories outside the normal rules where the Registry of Births, Deaths and Marriages (RBDM) can consider allowing my change of name, visit www.qld.gov.au/changename.
- I want RBDM to look at my situation and allow my change of name application as an exception to the normal rules.
- I have attached evidence showing how my situation is exceptional—see the change of name policy, visit www.qld.gov.au/RBDMchangeofnamepolicy.
- I am submitting this request with a change of name application or have already submitted a change of name application.

I understand and accept that:

- these requests are not often approved.
- my application will take longer to consider than a normal change of name application—even if I paid for priority service.
- if my request is not approved my change of name application will be cancelled, and my 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.

Submitting your application

Your application will take longer if your documents are not correct. Submit your 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

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Effective as of 24/06/2024

Registry of Births, Deaths and Marriages Act 2023 (Sections 26 and 27)

Please read and complete the checklist attached before signing the declaration 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) <i>if any</i>			
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. Change of name application *You must tick the one that applies to you*

- I am submitting this request together with a change of name application
- I have already submitted a change of name application

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

I am not eligible to change my name because:	Reason this change of name is needed:
<input type="checkbox"/> I was born overseas and have not lived in Queensland for 12 months (or more)	<input type="checkbox"/> Due to my marriage or divorce <input type="checkbox"/> To protect myself or someone I know <input type="checkbox"/> Other exceptional circumstances
<input type="checkbox"/> I have changed my name within the last 12 months	<input type="checkbox"/> To affirm my identify after altering my sex <input type="checkbox"/> Due to my marriage or divorce <input type="checkbox"/> To protect myself or someone I know <input type="checkbox"/> Other exceptional circumstances
<input type="checkbox"/> I have changed my name in Australia 3 times (or more) as an adult <i>Does not include name changes before 24 June 2024, before you turned 18, or that were not formally registered in Australia</i>	<input type="checkbox"/> To affirm my identify after altering my sex <input type="checkbox"/> Due to my marriage or divorce <input type="checkbox"/> To protect myself or someone I know <input type="checkbox"/> Other exceptional circumstances

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

Tell us why you cannot wait the required 12 months to be eligible to apply for a name change. If you have already changed your name 3 times (or more), go to section 5.

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

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

6. Declaration

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

Name <i>in full</i>	
Signature <i>of person applying</i>	
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)**.