

Change of name

for an ADULT born or adopted overseas

What the law says

If you are 18 or older, you can change your legal name in Queensland 3 times during your adult life (once every 12 months) if you live here.

To change your name:

- your new name must not be a prohibited name
 - obscene or offensive
 - too long or unpronounceable
 - not in public interest
 - a statement (e.g. Save Mother Earth) or political slogan
 - includes an official title or rank (e.g. Duchess, Sergeant)
 - includes symbols without phonetic significance (e.g. bracket (), at symbol @)
- you have not changed your name in the past 12 months
- you live in Queensland (and have for 12 months)
- you must give a detailed reason for your name change.

Proof of ID

If your original documents are not in English, please have them translated into English by an [accredited translator](#) and provide a certified copy of the original document with the original translation.

To change your name with us, you need to pay the fee (if you did not pay online) and bring **original** documents (no photocopies) for us to see at your appointment:

- 3 forms of current proof of ID
- a copy of your birth or adoption (you must try to get one)—if you can't get one, provide a statutory declaration and we may be able to accept at least one of the following (not in every situation)
 - Australian visa
 - travel document
 - passport issued by the country of birth plus a letter from the consulate confirming your details.
- linking evidence is needed when your current name is different to your name on your birth certificate, such as
 - self/parent marriage certificate
 - deed poll document
 - birth certificate
 - change of name document.
- evidence that you have lived in Queensland for the past 12 months, such as
 - rental agreement
 - rates notice
 - utility bills
 - a letter written on letterhead, that is dated and signed from, for example
 - your current employer
 - your doctor
 - your educational institution.

The letter should state how long you have lived in Queensland and how long the person or organisation has known you.

Your appointment

To lodge your change of name application with us, please bring your current proof of ID and supporting documents. At your appointment we will:

- witness your signature
- check your documents
- take payment (if you did not pay online).

Application and postage fees:

- Change of name \$205.90*—includes 1 official change of name certificate and standard postage
- Urgent application processing \$108.10*
- Additional certificate \$54.40*
- Express post \$8.55*
- Registered mail \$8.10*

We process compliant change of name applications in 10 business days. You can pay an additional fee to get your application processed urgently—within 3 working days.

Pay the fee at your appointment (if you did not pay online) by:

- credit card (Visa or MasterCard)
- EFTPOS
- business account cheque
- bank cheque
- money order

We will accept cash at the customer service centre but prefer contactless payments, such as EFTPOS or credit card.

Make cheques and money orders payable to 'Registry of Births, Deaths and Marriages'.

We **do not** accept personal cheques.

Reschedule or cancel your appointment

You can tell us by making your own changes, use the 'Reschedule' or 'Cancel' buttons in the email you received to confirm your booking.

Checklist

I have not changed my name within the last 12 months

My new name is not a prohibited name

I have evidence of my:

- birth
- other changes to my name, if applicable
- living in Queensland for past 12 months

I have completed the application form

I have the required **original** 3 forms of current proof of ID (see the proof of ID list)

***fees are subject to change**