

# Change of name adult (18 or older) application

If you were born or adopted in Australia but **outside of Queensland**, you need to contact the interstate registry where your birth or adoption was registered.

## Before submitting your application

Either I:

- have read the rules and I am eligible to apply, visit [www.qld.gov.au/changename](http://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 my situation—I understand my request may not be approved.
- Another adult (18 or older) has witnessed my signature in the declaration section of the application form.
- I have included payment and completed the 'payment options' section below and understand that if my application is refused the application fee will not be refunded (except fees for additional certificates and postage). Read more about the refund policy, visit [www.qld.gov.au/RBDMrefundpolicy](http://www.qld.gov.au/RBDMrefundpolicy).
- I have attached certified copies of:
- proof of ID (details on page 2)
  - documents showing any name changes since my birth, such as a change of name certificate, marriage certificate or deed poll.

If born **outside Australia**, I have also attached certified documents showing:

I live in Queensland and have lived here for the past 12 months, such as

- 
- a rental agreement
  - rates notices covering the full 12 months
  - utility bills covering the full 12 months.

My birth details

- 
- birth certificate—if not in English, I have attached a translation from an accredited translator.
  - if I cannot provide a birth certificate, I have attached **both**
    - a statutory declaration showing my birth name, place and date of birth, and why I cannot get my 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 change of name policy, visit [www.qld.gov.au/RBDMchangeofnamepolicy](http://www.qld.gov.au/RBDMchangeofnamepolicy).

## Submitting your application

Your application will take longer if your payment and documents are not correct. Submit your 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](http://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) Name of person applying <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"> <li>Justice of the Peace</li> <li>Commissioner for Declarations</li> <li>Barrister or Solicitor</li> <li>Notary Public</li> </ul> | <ul style="list-style-type: none"> <li>Notary Public</li> <li>Australian Embassy officer</li> <li>Australian Consulate officer</li> </ul> |

You must provide **3 forms of 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).

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

# Form 4a (Version 6)

## Change of name adult (18 or older) application

Office use only

Registration details:

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023 (Section 26)

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

### 1. Your birth details *Must match the details on your birth or adoption certificate*

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

|                                       |  |
|---------------------------------------|--|
| Father or registered parent's details |  |
| First name                            |  |
| Middle name(s) <i>if any</i>          |  |
| Family name                           |  |

### 2. Your new name

If your application is approved, below are the first name, middle name(s), and family name you will use and you will need to change your name everywhere you do business 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.

Your name can't be changed back to the name on your 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 you were born or adopted in Queensland—is your birth certificate to show your new name?

**Yes**, show my new name on my birth certificate

**Front of certificate** shows your new name  
**Back of certificate** shows your previous name, and the date you changed your name

*If you choose this option, you will get a free **birth certificate** to update your name in the community. This suits most people.*

**No**, keep my new name private on my birth certificate

**Front of certificate** shows your previous name  
**Back of certificate** shows that you changed your name, and the date of the change, but does not show your new name

*If you choose this option, you will get a free **change of name certificate**. This may suit a person updating their family name after marriage.*

Continue to next page

### 3. Previous change of name *Your current proof of ID is different to the name that appears on your birth certificate*

|   |   |
|---|---|
| Has your name changed since birth?  | <input type="checkbox"/> No ( <i>go to section 4</i> )  |
|   | <input type="checkbox"/> Yes, evidence attached   |
| Have you changed your name in Australia within the last 12 months?                      | <input type="checkbox"/> No   |
|   | <input type="checkbox"/> Yes, my application may be rejected as not eligible and I have attached a request exception to rules form* |
| Have you changed your name 3 or more times in Australia as an adult after 24 June 2024? | <input type="checkbox"/> No   |
|   | <input type="checkbox"/> Yes, my application may be rejected as not eligible and I have attached a request exception to rules form* |

\*Exception to rules are not often approved. If you need us to review your situation you must attach a completed request exception to rules form giving us a detailed reason, visit [www.qld.gov.au/rbdmexceptionadult](http://www.qld.gov.au/rbdmexceptionadult). The application fee will not be refunded if your request is refused.

#### Other names you have used

Start with your most recent change of name below—you will need to attach evidence.

|  |              |                |  |
|--|--------------|----------------|--|
| First name   |              |                |  |
| Middle name(s) <i>if any</i>                                   |              |                |  |
| Family name  |              |                |  |
| How you changed your name <i>change of name, marriage, etc</i> | Date changed | DD / MM / YYYY |  |
| First name   |              |                |  |
| Middle name(s) <i>if any</i>                                   |              |                |  |
| Family name  |              |                |  |
| How you changed your name <i>change of name, marriage, etc</i> | Date changed | DD / MM / YYYY |  |
| First name   |              |                |  |
| Middle name(s) <i>if any</i>                                   |              |                |  |
| Family name  |              |                |  |
| How you changed your name <i>change of name, marriage, etc</i> | Date changed | DD / MM / YYYY |  |

If you have changed your name more than 3 times, attach a letter with details of additional name changes.

### 4. Queensland residency details *If you were born overseas this section must be completed*

If you were born or adopted in Queensland go to section 5.

|  |  |
|--|--|
| Do you currently live and have lived in Queensland for the past 12 months? | <input type="checkbox"/> Yes, evidence attached  |
|  | <input type="checkbox"/> No, my application may be rejected as not eligible and I have attached a request exception to rules form* |

\*Exception to rules are not often approved. If you need us to review your situation you must attach a completed request exception to rules form giving us a detailed reason, visit [visit www.qld.gov.au/rbdmexceptionadult](http://www.qld.gov.au/rbdmexceptionadult). The application fee will not be refunded if your request is refused.

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## 5. Reason for change of name

You must tell us a detailed reason for wanting to change your name. For example, your mother has remarried and you wish to use your stepfather's name. Telling us that it is 'personal' or 'for passport' is not enough information and your application may be refused and the application fee not refunded.

**I want to register a change to my name for the following reasons:**

|  |
|--|
|  |
|--|

## 6. Who is applying *Must match the details on your proof of ID*

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

\*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.

## 7. Declaration *Your signature must be witnessed by another adult (18 or older)*

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

|   |                |
|---|----------------|
| <b>Signature</b><br><i>of person applying</i>               |                |
| <b>Signature</b><br><i>of adult witness (18 or older)</i>   |                |
| <b>Name</b> <i>of witness</i>                               |                |
| <b>Date witnessed</b>                                       | DD / MM / YYYY |
| <b>Contact number of witness</b><br><i>mobile preferred</i> |                |
| <b>*Email</b> <i>of witness</i>                             |                |

## 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](http://www.qld.gov.au/rbdm)**.

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

A **change of name certificate** will be the only certificate available to you if you were born overseas. The certificate provides some birth information, the new name and any previous change of name registered in Queensland by us—not including a change of name through marriage. 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 birth details. If you were born or adopted in Queensland and chose to show your new name you can use your birth certificate to update your name in the community.

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

I was born or adopted **in Queensland**

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

- show your new name on your birth certificate—you will be sent a free official birth certificate
- keep your new name private on your 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 sex?**

Yes *(chn4-a)*

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

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

**Priority** *Tick one option*

Non-urgent  Urgent (additional fee payable)

## 9. Delivery details *These details will be shown on the back of your certificate(s)*

|  |  |                 |  |
|--|--|-----------------|--|
| <b>Type of delivery</b>  | <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                                   |                 |  |
| <b>Where certificate is to be posted</b>                           | <input type="checkbox"/> Post to me at my home address above   |                 |  |
|  | <b>OR</b>  |                 |  |
|  | <input type="checkbox"/> Post to the delivery details below:   |                 |  |
| <b>First name</b>  |  |                 |  |
| <b>Family name</b>   |  |                 |  |
| <b>Postal address</b> <i>include country only if not Australia</i> |  | <b>Postcode</b> |  |