

Child change of name policy



Acknowledgement of Traditional Custodians



The Department of Justice and Attorney-General recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present and emerging.

We recognise and celebrate the unique and continuing position of Aboriginal and Torres Strait Islander peoples in Australia's history, culture and future, and acknowledge their ongoing strength, resilience and wisdom. We are working to translate this recognition into fair, safe and inclusive practices, policies and services for Aboriginal and Torres Strait Islander peoples.

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1.0 Policy background

A child's name is an important part of who they are and how they are recognised in society. A name is not only a personal identity but also a legal one. In Queensland, the *Human Rights Act 2019* guarantees every child born in Queensland the right to have a name and be registered.

The *Births, Deaths and Marriages Registration Act 2023* (BDMR Act) acknowledges the significance of a person's name and requires that each child be given a name when their birth is registered. The law also understands that a person may wish to change their child's name.

There are 3 main ways for a child living in Queensland to have their name changed:

1.	They can have a change of name officially registered with the Registry of Births, Deaths and Marriages (RBDM).
2.	A court may order a change to a child's name, usually as part of family law proceedings.
3.	They can start using a new name in the community. The law allows individuals to change their name through usage and reputation. However, this method does not create a formal record or allow the individual to update their name on official documents.

2.0 Purpose of policy

The purpose of this policy is to outline the processes, and legislative and policy considerations, for registration of name changes for children under the BDMR Act.

This policy addresses:

- who is eligible to apply for a name change or to note a name change for a child
- limits on the number of name changes a child can have
- documents and information needed to support a Change of Name Application
- additional requirements for some 'Change of Name Applications'
- how a Change of Name Application is considered and why it may be refused.

3.0 Scope

This policy does not address the change of name requirements for adults. These are addressed in the **adult change of name policy**.

This policy does not address how RBDM decides if a name is a prohibited name. This is addressed in the [prohibited name policy](#).

4.0 Applying for an official change of name in Queensland

4.1 Types of applications

There are 5 types of applications that can be used to apply to RBDM to officially change a child's legal name in Queensland:

1.	Change of name application.
2.	Application to note a change of name (if name was changed in another state or by another legal process).
3.	Application to change child's name within first year of birth (first name only).
4.	Acknowledgement of sex application (first name only).
5.	Recognised details certificate application (first name only).

This policy primarily covers the requirements for a standard Change of Name Application and provides some additional guidance for the 'application to note a change of name'.

If you are trying to understand the requirements for making one of the other application types, you should first read the information on [RBDM's website](#) for that type of application, and the instructions on the application form. If you still need help, you can contact RBDM directly.

4.2 Application process

An application for a name change for a child will be reviewed if it meets 3 requirements – the application must:

- be made using the approved **application form**
- include payment of the **application fee**
- include all necessary **supporting documents**, including identification.

Application form

The application form is available on RBDM's website or in hardcopy from the RBDM office.

Application Fee

Application fees are [listed online](#), as well as in Schedule 2 of the *Births, Deaths and Marriages Registration Regulation 2024* (BDMR Regulation).

A Change of Name Application includes a free certificate (either a 'change of name certificate' or updated birth certificate).

Summary of Supporting documentation needed

A summary of the supporting evidence that must be provided with a Change of Name Application is provided in [attachment one](#).

4.3 Outcome of Change of Name Application

If your Change of Name Application is successful, RBDM will register the new name requested for your child.

Certificate to prove change of name

RBDM issues certificates which can be used to both:

- prove you have legally changed your child's name
- update your child's other identification documents.

Children born in Queensland

If your child was born or adopted in Queensland, their change of name will be shown on their birth certificate and can also be shown with a 'change of name certificate'.

There are 2 ways a name change can be shown on your child's birth certificate:

Option 1 Display your child's new name on their birth certificate	Front of the certificate shows your child's new name Back of the certificate includes a note stating your child's previous name, and the date of the name change <i>You can use your child's birth certificate to update their name in the community</i>
Option 2 Keep your child's new name private on their birth certificate	Front of the certificate shows your child's previous name Back of the certificate includes a note that your child's name was changed, and the date of the change, but does not state your child's new name

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You will need a 'change of name certificate' to update your child's name in the community – the birth certificate alone will not be enough evidence

You must select one of these options when completing the Change of Name Application form. Please note that a 'change of name certificate' cannot be used to prove details about your child's birth.

Children born overseas

If your child was born overseas, you can get a 'change of name certificate' that will show their name at birth, their new name, and any previous registered names in Queensland. If your child has had more than four registered name changes, these will appear on the back of the certificate.

A 'change of name certificate' cannot display previous name changes if those changes were not officially registered with RBDM.

Updating your child's name in the community

After legally changing your child's name, you are expected to take 2 actions:

1. Return their old Queensland birth certificate(s) to RBDM.
2. Update other identification documents with their new name, if applicable.

To update your child's other identification documents, you need to get in touch with the organisations that issued them. They will require you to submit your child's updated birth certificate or a 'change of name certificate', along with any other documents or information they may request from you.

Re-registration

After changing your child's name, you may apply to re-register their birth or adoption if they were born or adopted in Queensland. After re-registration, your child's new name will be the only one listed on their birth certificate, with no record of previous names. You may have trouble using a re-registered birth certificate as identification with any organisations that have your child's old details.

In most cases, there is no need for re-registration. Re-registration also involves an additional fee that needs to be paid.

5.0 Making a Change of Name Application

5.1 What the registrar will consider

The Registrar is responsible for registering a name change after receiving an application from an eligible person.

The Registrar will only register the name change if all the following conditions are met:

1.	The application is complete and includes all necessary supporting documents .
2.	The Registrar believes the information provided is accurate.
3.	The person(s) applying are allowed to apply for the child .
4.	The child meets the eligibility requirements and residency requirements if born overseas (unless an exception has been granted).
5.	The Registrar is satisfied of the identity of the applicant(s) and the child whose name is being changed (if required).
6.	The child has not exceeded limits on multiple name changes (unless an exception has been granted)
7.	The Registrar does not suspect the name change is being done for fraudulent or improper reasons .
8.	The requested name is not prohibited (see the prohibited name policy).

The Registrar may ask for additional evidence or information to support the application.

RBDM will work with you to ensure your application meets all the legal and policy requirements.

RBDM may also communicate with you to better understand your reasons for the name change, especially if the name holds significance for your child, family, religion, or culture.

5.2 Who can apply

Both parents

Normally, [both parents](#) must apply together to change their child's name.

One parent

[One parent](#) may apply alone in any of the following situations, if the:

- parent is the only parent listed on the child's birth certificate
- other parent has passed away, and there is no other person legally responsible for the child
- parent has sole parental responsibility for the child based on a court order made under the *Family Law Act 1975* (Cth) (Family Law Act) to make important decisions for the child, including decisions about the child's name
- parent has sole parental responsibility for the child based on an overseas court order that has been officially registered in Australia
- Queensland Magistrates Court has approved the change of name.

A person other than a parent

Persons who are not the child's parents may apply to change a child's name in any of the following situations if the person(s):

- has parental responsibility for the child based on a court order made under the Family Law Act to make important decisions for the child, including decisions about the child's name
- has parental responsibility for the child based on an overseas court order that has been officially registered in Australia
- has guardianship of the child under a child protection order
- is appointed as the child's guardian by the will of the child's last surviving parent
- applied to a Queensland Magistrates Court, which approved the child's name change.

[Attachment two](#) outlines each specific situation where an adult can apply for a child, along with the necessary supporting evidence they must provide with their application.

The child

There are 2 situations where a child may apply by themselves to change their own name – if the child:

- is aged 16 or older, they may apply themselves to change their first name(s) as part of an 'acknowledgement of sex' or 'recognised details certificate' application
- has been legally married, they may apply to change their own name.

5.3 Eligibility requirements

Your child is eligible for a change of name to be registered if either:

1.	Your child was born or adopted in Queensland.
OR	
2.	The following requirements are met:

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- your child was born outside Australia and their birth was not officially registered in another Australian state or territory

AND

- either of the following conditions is met
 - a. **if your child is older than 12 months**, your child must have lived in Queensland for a continuous period of at least 12 months right before the Change of Name Application is made
 - b. **if your child is younger than 12 months**, one person applying for the name change must have lived in Queensland for a continuous period of at least 12 months right before the Change of Name Application is made.

If your child's birth or adoption was registered in another Australian state or territory, you must apply to change their name in that state or territory.

If your child does not meet these requirements, they may still be eligible to have a name change registered if you can satisfy the Registrar that an [exception to the eligibility requirements](#) applies.

Child's consent to name change

If your child is 12 years or older, they must also sign the application form to show the Registrar that they consent to the name change.

However, your child is not required to sign the application form if the Registrar is satisfied they do not fully understand the significance and consequences of changing their name. If you think your child is unable to provide consent to a name change, you will need to provide evidence from a doctor explaining their limited capacity. Please refer to [attachment one](#) which details the supporting evidence requirements.

5.4 Residency requirements for children born overseas

Skip this section if your child's birth or adoption is registered in Queensland.

For an overseas born child who is older than 12 months to change their name, they must have lived in Queensland for at least 12 continuous months right before applying to change their name.

For an overseas born child who is younger than 12 months to change their name, the person applying on behalf of the child must have lived in Queensland for a continuous period of at least 12 months right before the Change of Name Application is made.

To decide if your child meets residency requirements (if they are older than 12 months), the Registrar may consider any of the following documents:

1.	School report cards covering the 12-month period.
3.	<p>A letter from <u>one of the following</u> persons or organisations:</p> <ul style="list-style-type: none"> • your child’s day care • your child’s school • your child’s doctor • your child’s employer <p>The letter must state how long the person or organisation has known you and your child and confirm how long your child has lived in Queensland.</p>

If you are applying on behalf of a child who is younger than 12 months old, the Registrar may consider the any of following types of evidence to decide if you meet residency requirements:

1.	A series of bank statements in your name that show consistent transactions in Queensland, a residential Queensland address, and date of issue, covering the 12-month period.
2.	Queensland tenancy agreement(s) in your name, that covers the 12-month period.
3.	Utility accounts in your name showing a Queensland residential address, with a date of issue covering the 12-month period. For example, statements from the beginning, middle and end of the 12-month period.
4.	A letter from your employer confirming employment in Queensland for (at least) the 12-months period.
5.	Confirmation of enrolment in a face-to-face or supervised study course with a Queensland educational institution for the 12-month period.

These are just examples. Other documents may be accepted if they come from a reliable source and show you or your child have lived in Queensland for 12 continuous months right before applying for a name change.

5.5 Establishing applicant(s) identity

All applicants must provide their identity documents to allow the Registrar to verify their identity. If submitting your application via post, your identity documents must be certified. However, your identity documents do not need to be certified if you are submitting them in person at RBDM’s customer service centre.

Examples of the types of identity documents RBDM can accept are listed in [attachment three](#).

These documents include essential information such as your name, age and current residential address. It is important that the address listed on your identity documents is your current address and not a former address or the address of someone collecting mail for you.

If the documents provided do not include photographic ID, RBDM staff may ask you to provide an official identity document with your photo. Persons born outside Australia, who do not yet have Australian photo ID, may provide a government-issued photo travel document. Examples of photo travel documents include:

- overseas Passport
- permanent Residency Visa
- ImmiCard
- Convention Travel Document (known as a Titre De Voyage)

RBDM staff may also ask for additional evidence if they have doubts about your identity or if they are not convinced that the address given in the application is current and where you actually live.

RBDM is aware of sensitive situations where an applicant's residential address may be a concern, such as cases involving domestic violence or if the applicant does not have a fixed home address. These circumstances will not prevent the approval of a Change of Name Application.

5.6 Limits on multiple name changes

There are strict limits on the number of times you can change your child's name, and how often:

- **first and middle names** may be changed once before your child's first birthday, and once more before they reach age 18
- **family name** may be changed once every 12 months.

There is no set limit on the number of changes to your child's family name.

In certain situations, the Registrar has the power to approve an additional name change that falls outside these limits. These are known as [exceptions to limits on multiple name changes](#).

5.7 Name changes for fraudulent or improper reasons

The BMDR Act does not allow name changes that are sought for fraudulent or improper reasons.

To assess whether you are motivated by fraudulent or improper reasons, the Registrar will carefully review your application, considering you and your child's circumstances, and various relevant factors, including:

1.	The name you have chosen.
2.	The reason for the name change.
3.	The extent of the change (how different the new name is from your child's current name).
4.	Your child's history of previous name changes, including the frequency and circumstances.
5.	The quality of identity documents provided.
6.	Any history of fraud or criminal activity.

The Registrar may request additional information and supporting evidence from you (such as a 'national police certificate' verifying criminal history), and also has the authority to seek information directly from other sources.

If you choose not to provide additional information to RBDM, you have the option to withdraw your application, but you will not be refunded the application fee – see [RBDM's Refund Policy](#).

Following the principles of natural justice, if any adverse information is received from law enforcement or other sources, it will be disclosed to you (unless there is a lawful reason not to do so). You will then be given an opportunity to respond to the information before a decision is made regarding the approval or refusal of the Change of Name Application.

5.8 Prohibited names

The Registrar will not approve an application to register a change of name to a prohibited name, meaning any name that meets any of the following criteria:

1.	The name is obscene or offensive.
2.	The name cannot be practically established through reputation or common usage. This could be for reasons such as the name being excessively long or containing symbols that do not have any phonetic significance.
3.	The name resembles an official title or rank.
4.	The name includes a statement.
5.	Any history of fraud or criminal activity.

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6.	The name includes or is part of a political slogan.
7.	The name is contrary to the public interest for any other reason.

The [prohibited name policy](#) sets out further information on assessing whether a name is prohibited.

If the Registrar considers the chosen name for your child is prohibited, you will be given an opportunity to choose another name.

5.9 Exceptions to eligibility and residency requirements

In certain cases, you can ask the Registrar to accept your application even if it doesn't meet the usual eligibility requirements. However, the types of exceptions that the Registrar can consider are very specific, and some exceptions can only be made in rare situations.

To seek an exception, you must complete [3 steps](#):

1.	Indicate that you are seeking an exception on your child's Change of Name Application form.
2.	Fill out an additional application form called a 'Request exception to rules form', explaining your specific circumstances.
3.	Submit additional evidence that supports your circumstances.

The eligibility requirements exist to ensure the name change process is secure throughout Australia. It's important to note that if your request for an exception is denied, the Change of Name Application fee you paid will not be refunded – see [RBDM's Refund Policy](#).

Below are the types of exceptions that may apply if your application doesn't meet eligibility requirements.

[Attachment four](#) lists each name change restriction and the situations where exceptions may be considered.

Exceptional circumstances

If a child does not meet eligibility requirements, the Registrar has the power to approve the Change of Name Application if there are exceptional circumstances.

To convince the Registrar that exceptional circumstances exist, you must explain your child's circumstances and provide supporting documents.

If the application cannot be granted because you or your child have not lived in Queensland for 12 continuous months, you must explain why the Change of Name Application is urgent and cannot wait until you meet that requirement.

Similarly, if the application cannot be granted because your child was born in another state or territory in Australia, you must explain why you cannot apply for a name change in that state or territory.

Ultimately, the Registrar has the final authority to approve or reject a Change of Name Application based on exceptional circumstances.

Marriage or divorce

If a child who was born overseas is ineligible for a name change because they do not meet the Queensland residency requirements, the Registrar may still accept the application if the requested name change is due to the marriage or divorce of at least one applicant.

If you wish to seek this exception, you must provide both:

- a copy of the marriage certificate or divorce order
- an explanation of how the name change is connected to the marriage or divorce, and why waiting until the 12-month residency requirements are met is not possible.

Safety and Protection

If a child who was born overseas is ineligible for a name change because they do not meet the Queensland residency requirements, the Registrar may still accept the application if it is made for the safety or protection of the applicant, the child, or someone they know.

You will need to explain your situation and give supporting evidence. Examples are provided in the below table:

Situation	Supporting documentation
A name change is needed to protect the applicant, child, or someone else from domestic and family violence	A letter from the police, or domestic violence service, or counsellor helping you with the domestic and family violence, explaining the need for the name change
A name change is needed to protect the applicant, child, or someone else from persecution or violence from their country of origin	A letter from an organisation helping you, explaining the danger you are experiencing and why the name change is needed

These are just examples. You should provide supporting documents relevant to your circumstances when seeking an exception to any name change requirements.

Court Order

If a child who was born overseas is ineligible for a name change because they do not meet the Queensland residency requirements, the Registrar may still accept the application if 'non-Queensland court' has directed the Registrar to accept the application.

In this case, 'non-Queensland court' means a court in another Australian state or territory, or a Commonwealth court (such as the Federal Circuit and Family Court of Australia)

If you ask the Registrar to consider this exception, you must provide a copy of the court's order.

5.9 Exceptions to limits on multiple name changes

Even though there are limits on how many times and how frequently a child's name can be changed, there are certain exceptions where a name change can be registered despite those limits.

To seek an exception, you must complete 3 steps:

1.	Indicate you are seeking an exception on your child's Change of Name Application form.
2.	Fill out an additional application form called a 'Request exception to rules form', explaining your specific circumstances.
3.	Submit additional evidence that supports your circumstances.

[Attachment four](#) is a table listing each name change restriction and the situations where exceptions may be considered.

Sex/Gender affirmation

An applicant may apply for an exception to the name change limits if the new name is an affirmation of a child's gender identity or sex.

This exception is considered automatically if you apply to change your child's first name through an 'acknowledgement of sex' or 'recognised details certificate' application.

If this exception is sought in an application other than an 'acknowledgement of sex' or 'recognised details certificate' application, you must provide both:

1.	Evidence that your child <u>recently</u> changed their sex in Queensland or another Australian state or territory.
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2. An explanation of how the name change is an affirmation of your child's gender identity or sex.

Please note that if your child has already changed their first name in connection with an application to alter their sex, you cannot rely on this exception to change their first name again.

Safety and Protection

A person may apply for an exception to the name change limits if the further name change is required for the child's safety and protection, or the protection of someone else.

You will need to explain your situation and give supporting evidence. Examples are provided in the below table:

Situation	Supporting documentation
A name change is needed to protect the applicant, child, or someone else from domestic and family violence	A letter from the police, or domestic violence service, or counsellor helping you with the domestic and family violence, explaining the need for the name change
A name change is needed to protect the applicant, child, or someone else from persecution or violence from their country of origin	A letter from an organisation helping you, explaining the danger you are experiencing and why the name change is needed

These are just examples. You should provide supporting documents relevant to your circumstances when seeking an exception to any name change requirements.

Marriage or Divorce

An applicant may apply for an exception to the name change limits if the further name change is required in connection with the marriage or divorce of one of the persons applying on behalf of a child.

If you wish to seek this exception, you must provide both:

1. The marriage certificate or divorce order.
2. An explanation of why the name change is required because of the marriage or divorce.

Please note that RBDM will not ordinarily accept that a change to a child's first name is needed because of a marriage or divorce of the child's parent or other relevant person.

Exceptional Circumstances

An applicant may apply for an exception to the name change limits if the further name change for a child is required because of exceptional circumstances.

Each request for consideration of exceptional circumstances will be reviewed on a case-by-case basis. This exception will be granted *very rarely*, as the child's unique situation must justify allowing the name change despite the legal restriction.

If you are seeking to change your child's name again within 12 months of a previous name change, you must explain why you are unable to wait until 12 months have passed.

If you are seeking an additional name change for your child over the name change limits, you must explain what serious consequences your child will face if they are unable to change their name again.

Court order

A name change that has been approved by either a Magistrates Court or an Australian court can be registered despite the name change limits.

A court order approving a name change for a child may be obtained from either:

1.	A Queensland Magistrates Court.
2.	An 'non-Queensland Court', such as the Federal Circuit and Family Court of Australia. <i>A non-Queensland Court can be a court in another Australian state or territory, or a Commonwealth Court</i>

A copy of the court order must be provided with the Change of Name Application.

If you wish to apply to a court for approval of a name change for your child, you may need to obtain legal advice.

6.0 Application to note a change of name on your child's birth certificate

If your child was born or adopted in Queensland and you have already legally changed their name in another state or territory, or through a legal process (such as a court order), you can apply to RBDM to have a note added to your child's birth registration indicating the name change.

This note will be displayed on your child's birth certificate, which can then be used to prove their name has changed.

6.1 Who can make the application?

Both parents

Normally, both parents must apply together to note a change to their child's name.

One parent

One parent may apply alone in any of the following situations, if the:

- parent is the only parent listed on the child's birth certificate
- other parent has passed away, and there is no other person legally responsible for the child
- parent has sole parental responsibility for the child based on a court order made under the *Family Law Act 1975* (Cth) (Family Law Act) to make important decisions for the child, including decisions about the child's name
- parent has sole parental responsibility for the child based on an overseas court order that has been officially registered in Australia
- Queensland Magistrates Court has approved the change of name.

A person other than a parent

Persons who are not the child's parents may apply to note a change to a child's name in certain situations. Those situations are set out in the table in [attachment two](#).

6.2 Application requirements

An 'application to note a change of name' will be reviewed if it meets 3 requirements – the application must:

- be made using the approved **application form**
- include payment of the **application fee**
- include all necessary **supporting documents**, including identification.

Supporting documentation

To support your 'application to note a change of name' for your child, you must provide all the following supporting documents:

1.	Proof of parental responsibility
2.	Proof of identity documents
3.	Proof of the name change in another state or territory, or through another legal process.

Examples of documents showing that you changed your child's name in another state or territory or through another legal process include a:

- **change of name certificate** from a Registry in another state or territory
- **court order** changing the child's name.

When will an application to note a name change be refused?

RBDM will refuse to note a change of name if the Registrar:

- is not convinced of the applicant's identity or the identity of the child whose name change is being noted
- reasonably suspects that the name change is sought for fraudulent or improper reasons
- considers the name is prohibited.

7.0 Reviewing the decision of the Registrar

If you are not happy with a decision made by the Registrar, you have the right to seek a review of the decision. You can do so by applying to the Queensland Civil and Administrative Tribunal (QCAT) in accordance with the procedures outlined in the *Queensland Civil and Administrative Tribunal Act 2009*.

8.0 Compatibility with human rights

RBDM is committed to upholding, safeguarding, and advancing human rights. Under the *Human Rights Act 2019*, RBDM is required to act and make decisions in a manner that aligns with human rights. When evaluating applications for a change of name, decision-makers must give careful consideration to human rights and ensure compliance with this obligation.

9.0 Commencement and version

Commencement date:	24 June 2024
Version:	1.0
Approved:	Registrar-General

Attachment one: Summary of supporting evidence needed

Child change of name	
1	<input type="checkbox"/> Certified copies of ID documents for each applicant. See attachment three for details of proof of identity requirements
2	<input type="checkbox"/> Proof of parental responsibility for the child See attachment two for documents required to prove parental responsibility for a child.
3	<p>If the child's current name is not the same as the name on their birth certificate:</p> <input type="checkbox"/> Documents showing previous name changes for the child. <i>Examples:</i> <ul style="list-style-type: none"> • change of name certificate(s) • A birth certificate noting name changes • Citizenship certificate or Entry into Australia documents (if name is different from birth certificate)
4	<p>If the child was born outside Australia:</p> <input type="checkbox"/> Child's birth certificate. If it is not possible for the applicant to provide the child's birth certificate, they must provide <u>both</u> : <ul style="list-style-type: none"> • Another official document displaying the child's name at birth, date of birth, and place of birth • An explanation of why it is impossible or impractical to provide the birth certificate.
5	<p>If the child was born outside Australia:</p> <input type="checkbox"/> Proof of residency in Queensland for the child. <hr/> OR <i>if the child is under 1 year old</i> <hr/> <input type="checkbox"/> Proof of residency in Queensland for one of the applicants. See the section ' residency requirements for children born overseas ' for examples of documents that may show Queensland residency for a 12-month period.
6	<p>If the child is 12 years or older:</p> <input type="checkbox"/> Consent of child – they must sign the application. <hr/> OR <i>if the child lacks capacity to give consent</i> <hr/> <input type="checkbox"/> Written evidence from a doctor that the child is incapable of understanding the meaning and implications of a change of name <hr/> OR <i>if you have Magistrates Court approval</i> <hr/> <input type="checkbox"/> A copy of the Queensland Magistrates Court order approving the name change.

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7	<p>If you are seeking an exception to an eligibility requirement or name change limit:</p> <p><input type="checkbox"/> ‘Request exception to rules form’ and supporting evidence.</p> <p><i>The evidence required will depend on the type of restriction that applies, and the type of exception you are seeking. Refer to the eligibility exceptions and name change limit exceptions sections of this policy for guidance.</i></p>



Attachment two: Parental responsibility for a child

Situation	Who can apply?	Evidence required
Child's parents		
<p>The child has parents who are alive, and there are no court orders that grant parental responsibility for the child.</p>	<p>Two registered parents Both registered parents must apply.</p>	<ul style="list-style-type: none"> • Child's birth certificate <i>not required if child was born in Queensland</i>
	<p>One registered parent The registered parent must apply.</p>	<ul style="list-style-type: none"> • Child's birth certificate <i>not required if child was born in Queensland</i>
	<p>Two registered parents, but one has passed away The living parent must apply.</p>	<ul style="list-style-type: none"> • Child's birth certificate <i>not required if child was born in Queensland</i> • Death certificate(s) for parent who passed away <i>Not required if death occurred in Queensland</i>
Family Law Act order		
<p>Persons have been granted parental responsibility for the child under a Family Law Act order.</p> <p>The order must give them authority to make decisions about <u>either or both</u>:</p> <ul style="list-style-type: none"> • major long-term matters that affect the child • the child's name. <p>An order granting parental responsibility made overseas cannot be accepted unless it is registered in Australia under the <i>Family Law Regulations 1984</i>, regulation 23.</p>	<p>Sole parental responsibility The person with sole parental responsibility must apply.</p>	<ul style="list-style-type: none"> • Family Law Act order granting sole parental responsibility
	<p>More than one person granted parental responsibility All persons with parental responsibility must apply together.</p>	<ul style="list-style-type: none"> • Family Law Act order granting parental responsibility
	<p>More than one person granted parental responsibility, but one or more has passed away The living person(s) with parental responsibility must apply.</p>	<ul style="list-style-type: none"> • Family Law Act order granting parental responsibility + • Death certificate(s) for person(s) who passed away <i>Not required if death(s) occurred in Queensland</i>
	<p>Registered overseas order granting parental responsibility All persons with parental responsibility must apply together.</p>	<ul style="list-style-type: none"> • Overseas order granting parental responsibility + • Court certificate confirming the overseas order has been registered in Australia
Magistrates Court order		
<p>A Queensland Magistrates Court has approved the name change.</p>	<p>One or more person applied to the Magistrates Court to approve the name change The person(s) who applied to the Magistrates Court for the order.</p>	<ul style="list-style-type: none"> • Magistrates Court Order approving the name change
Will		
<p>A person, or persons, are appointed as guardians of the child under a will, and the child has no living parents.</p>	<p>Sole appointed guardian The appointed guardian must apply.</p>	<ul style="list-style-type: none"> • Death certificate(s) for child's parent(s) <i>Not required if death(s) occurred in Queensland</i> +

Table continues next page

Situation	Who can apply?	Evidence required
		<ul style="list-style-type: none"> • Copy of the Will of parent who died most recently
	<p>More than one guardian appointed All guardians must apply together.</p>	<ul style="list-style-type: none"> • Death certificate(s) for child's parent(s) – <i>not required if death(s) occurred in Queensland</i> + • Copy of the Will of parent who died most recently
Child protection order		
<p>A person, or persons, are appointed as guardians of the child under a child protection order in the following list:</p> <ul style="list-style-type: none"> • an order granting <i>short-term guardianship</i> of the child • an order granting <i>long-term guardianship</i> of the child • a <i>permanent care order</i> granting long-term guardianship of the child to a suitable person • an order made under a child welfare law of another state or territory 	<p>Sole appointed guardian The appointed guardian must apply.</p>	<ul style="list-style-type: none"> • Copy of child protection order appointing you as the child's guardian
	<p>More than one guardian appointed All guardians must apply together.</p>	<ul style="list-style-type: none"> • Copy of child protection order appointing the child's guardian(s)
	<p>More than one guardian appointed, but one or more has passed away The living guardian(s) must apply</p>	<ul style="list-style-type: none"> • Copy of child protection order appointing you and the deceased person(s) as the child's guardians + • Death certificate(s) for person(s) who passed away– <i>not required if death(s) occurred in Queensland</i>

Attachment three: Proof of identity

Each applicant must provide certified copies of either:

- **One** Personal ID, **One** Community ID, and **One** Home Address evidence
- **Two** Community ID, and **One** Home Address evidence.

All forms of ID must be either:

- **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 RBDM to discuss other types of ID that may be accepted

Types of ID (Categories)

Personal ID <i>Documents showing who you are</i>	Community ID <i>Documents showing you are active in the community</i>	Home Address evidence <i>Documents showing where you live</i>
<ul style="list-style-type: none"> • Australian photo driver licence, front and back • Australian passport • Overseas passport • Adult Proof of Age card (formerly 18+ card) issued by the Queensland Department of Transport and Main Roads 	<ul style="list-style-type: none"> • Medicare card (the digital Medicare card is not approved as proof of ID) • Concession or Healthcare card • Student ID • School or other educational report from the last 12 months • Salary advice or payslip • Private Health Provider ID card • Defence Force or Police Service photo ID card • Australian Firearms licence • Document of identity issued by the Passport Office • Naturalisation, citizenship, or immigration certificate • Birth certificate (does not expire) • Security guard/crowd control licence • Government employee photo ID • Blue card 	<ul style="list-style-type: none"> • Utility account (gas, electricity, home phone, etc) • Rent or lease agreement • Rates notice • Vehicle registration or driver licence renewal notice from the last 12 months • Official correspondence from Government service providers (not from RBDM) • Electoral enrolment document • Insurance policy notice from the last 12 months <p><i>Please provide only the page that displays the person's name and current home address.</i></p> <p><i>If the home address evidence provided is older than 6 months, we may still accept it.</i></p>



Attachment four: Name change restrictions and exceptions

Situation <i>I want to:</i>	Available options <i>Consider your options first</i>	Possible exceptions <i>If the available options don't work in your situation</i>
Change the name of a child who was born in another Australian state or territory	<ul style="list-style-type: none"> Apply for a name change at the Registry in the state where the child was born Apply for an exception 	<ul style="list-style-type: none"> The name change cannot be completed in the state or territory of birth because of exceptional circumstances
Change the name of a child who was born overseas, but the child has not lived in Queensland for 12 continuous months Change the name of a child under 1 year old who was born overseas, but none of the persons applying have lived in Queensland for 12 continuous months	<ul style="list-style-type: none"> Wait until the child has lived in Queensland for at least 12 continuous months If you currently live in another Australian state or territory, contact the Registry in that state Apply for an exception 	<ul style="list-style-type: none"> The name change is needed <u>urgently</u> and relates to marriage or divorce of the persons applying for the name change The name change is needed <u>urgently</u> for the safety and protection of the child or someone who knows the child The name change is needed <u>urgently</u> because of exceptional circumstances An Australian Court approved the name change
Change the child's first name, but their first name has already been changed previously <i>Please note that a previous name change that was made before the child was 12 months old does not count</i>	<ul style="list-style-type: none"> If an application is being made to alter the child's sex, the child's first name may be changed as part of that application The child can apply to change their own name when they turn 18 Apply for an exception 	<ul style="list-style-type: none"> The name change is needed for the safety and protection of the child or someone who knows the child The child has altered their sex and the name change is an affirmation of their identified sex <i>Please note that if the child already changed their first name as part of an application to alter their sex, you cannot rely on this exception to change the child's first name again.</i> The additional name change is needed because of exceptional circumstances A Magistrates Court or Australian Court approved the name change
Change the child's family name within 12 months of a previous change to child's family name	<ul style="list-style-type: none"> Wait until 12 months have passed since the child's last name change Apply of an exception 	<ul style="list-style-type: none"> The child recently altered their sex and the name change is an affirmation of their identified sex The name change is necessary for the safety and protection of the child or someone who knows the child The name change is needed <u>urgently</u> and relates to marriage or divorce of the persons applying for the name change The additional name change is needed <u>urgently</u> because of exceptional circumstances A Magistrates Court or Australian Court approved the name change