

Note a change of name application

Use this application if you were born or adopted in Queensland and previously changed your name under the law of another state or other legal process—for example a deed poll. If you were born or adopted **outside of Queensland**, you need to contact the state or territory where your birth or adoption was registered.

Before submitting your application

- I/we have read the rules and I am eligible to apply, visit www.qld.gov.au/changename.
- Another adult (18 or older) has witnessed my/our signature(s) in the declaration section of the application form.
- I/we 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.
- I/we 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.

Important information

If the person has changed their name to the name on their current birth certificate, such as a person going back to their family name at birth after divorce, no note will be made.

The application may be refused (and the application fee not refunded) if I do not meet the eligibility requirements. Read more about the refund policy, visit www.qld.gov.au/RBDMrefundpolicy.

Submitting your application

Your application will take longer if your documents and payment are not correct. Submit your 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 take your completed application form, **original** proof of ID and payment 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) New name on certificate <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).

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

Form 5 (Version 4)

Note a change of name application

Office use only
Registration details

Effective as of 24/06/2024
Births, Deaths and Marriages Registration Act 2023 (Section 35)

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

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

First name(s)			
Family name			
Home address <i>Street, suburb, state</i>		Postcode	
*Contact number <i>mobile preferred</i>			
*Email			
Relationship to person whose name was changed	<input type="checkbox"/> Myself (<i>go to section 2</i>) <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		
<p>*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.</p>			

If applying for a child, 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*)
 An Australian Court has ordered the name change (*go to section 2*)

If both parents or persons with parental responsibility are applying, complete the details below:

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			
<p>*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.</p>			

2. Birth details of person whose name was changed *Must match the details on the 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 name	
First name	
Middle name(s) <i>if any</i>	
Family name	
Father or registered parent's name	
First name	
Middle name(s) <i>if any</i>	
Family name	

3. Name to be noted

The birth or adoption must be registered in Queensland and this is the name that is used after having registered a change of name in another Australian state or territory, executed a deed poll or ordered by a court.

First name	
Middle name(s) <i>if any</i>	
Family name	
Evidence of change of name:	<input type="checkbox"/> Change of name in another Australian state or territory <input type="checkbox"/> Court order <input type="checkbox"/> Deed poll

4. Other legal names for the person or any person applying

Has the person or any person applying used other legal names?	<input type="checkbox"/> Yes, evidence is attached for all name changes <i>for example change of name certificate, marriage certificate</i> <input type="checkbox"/> No
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5. Declarations *Must be completed by everyone applying and witnessed by another adult 18 (or older)*

I/we declare that noting this change of name is not sought for a fraudulent or other improper purpose. I/we 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.

Continue to next page

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>			
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**.

6. Certificate order details *The application fee does not include a certificate, to view fees visit www.qld.gov.au/changename*

- Birth certificate (with sex) - recommended for use as an identity document *how many* _____
- Birth certificate (without sex) - may not be suitable as proof of identity *how many* _____

7. Order 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		
Post the certificate to	<input type="checkbox"/> Post to me at my 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