

# Change of name certificate application

## Before submitting your application

- The change of name was registered in Queensland after 1 February 2004.
- I understand this is not an application to register a change of name—for information on how to register a change of name visit [www.qld.gov.au/changename](http://www.qld.gov.au/changename).
- I have read how to apply and I am eligible, visit [www.qld.gov.au/rbdmcertificates](http://www.qld.gov.au/rbdmcertificates).
- I understand if my application is refused the application fee will not be refunded. Read more about the [www.qld.gov.au/RBDMrefundpolicy](http://www.qld.gov.au/RBDMrefundpolicy).
- I have signed the 'who is applying' section of the application form.
- I have completed the application form in full—including the reason for the application and where the document(s) is to be posted.
- I have provided certified copies of required proof of ID (details on page 2) and supporting documents (as required) with my application form.
- I have included payment and completed the 'payment options' section below.

## Submitting your application

Your application will take longer if your documents and payment are not correct. Submit your application form either:

- 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; your nearest Queensland Magistrates Court (except the Brisbane Magistrates Court); or Queensland Government Agent Program (QGAP) office.

### 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 <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 <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) <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

(Version 3)

# Change of name certificate application

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023

Office use only

Court/QGAP and receipt no.:

**Proof of ID for the person applying is required when buying a certificate—please complete the application form in full and sign in the who is applying section.**

## 1. Change of name certificate details *Must be as shown on the Queensland certificate you are applying for*

Is the change of name registered with RBDM Queensland	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, you need to apply to the interstate or overseas registry
<b>New name on certificate</b>	
First name	
Middle name(s) <i>if any</i>	
Family name	
<b>Birth details</b> <i>As registered at the time of birth</i>	
First name	
Middle name(s) <i>if any</i>	
Family name	
Place of birth	
Date of birth	

## 2. Who is applying *Your details as shown on your proof of ID documents*

First name	
Family name	
Your signature	sign here
Your relationship to the person named on the certificate	<input type="checkbox"/> Yourself <input type="checkbox"/> Parent <input type="checkbox"/> Other (please specify) _____
Name of organisation <i>if applicable</i>	
Home address <i>street, suburb, state and include country if not Australia</i>	
	Postcode
Date of application	*Contact number <i>mobile preferred</i>
*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.</b>	

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### 3. Order details *To view fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)*

A **change of name certificate** will be the only certificate available 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. 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 you chose to show your new name you can use the birth certificate to update your name in the community.

Certificate type <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> <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> <i>ccpb</i>
<input type="checkbox"/> <b>Official change of name certificate</b> <i>Does not show any sex details</i>	How many ____	<i>cccn</i>

<b>Priority service</b>	<input type="checkbox"/> No priority needed - normal processing time applies (no additional fee) <input type="checkbox"/> Urgent - only available if birth is already registered (attracts fee)
<b>Reason you want this certificate</b>	

### 4. Delivery details

<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 mail
<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>

### Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your change of name certificate application 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. Access to 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)**.