

**CNC**

Form 207



**ACT GOVERNMENT**

*Births, Deaths and Marriages Registration Act 1997*

Registrar-General's Office

**APPLICATION TO REGISTER A CHANGE OF NAME FOR A CHILD**

**PRIVACY COLLECTION STATEMENT (*PRIVACY ACT 1988 (C'WLTH)*)**

**PRIVACY NOTES**

The *Births, Deaths and Marriages Registration Act 1997* authorises the Registrar-General to collect the information required by this form in processing your application. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'wlth)*. However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have the legal authority to request information under prescribed circumstances.

**GENERAL INFORMATION**

This form can only be used to register a change of name for a child whose birth is registered in the ACT, or who is currently a resident of the ACT and has been for more than 3 months. If the child was born overseas they must be an Australian citizen or permanent Australian resident.

The Registrar-General will not register a change of name unless satisfied of the identity and age of the person whose name is to be changed and that the change is not sought for a fraudulent or other improper purpose. The Registrar-General will not accept an application to register a change of name for a child if a change of name has been registered within the last 12 months. The Registrar-General will not register a change of name if, as a result, the name would become a prohibited name.

**REFERRAL TO THE AUSTRALIAN FEDERAL POLICE (AFP) AND OTHER AGENCIES AND CONSENT TO RELEASE INFORMATION**

This form and any evidence produced in support of this application may be directed to the AFP to assist the Registrar-General in assessing your application. This form may also be directed to agencies including (but not limited to) other Birth, Death and Marriage Registries, the Passports Office, Department of Immigration and Citizenship, and Motor Vehicle Registries to assist the Registrar-General in assessing your application. Usually these referrals are simply to verify the evidence that you have provided in making your application. If there are discrepancies, we may require you to correct any errors with the issuing agency prior to being able to register the change of name application. It is extremely important that all identity documents are accurate and reflect the correct identity information.

In all cases it is necessary for you to consent for the Registrar-General to require the AFP or other agency to release information available to them that may assist the Registrar-General in making his/her decision. As a result, as you complete this form it is assumed that you are consenting to the release of information by these agencies in support of your application.

**PARENTAL CONSENT AND CONSENT FROM A CHILD OVER 14 YEARS OF AGE**

If the child's birth registration includes details of two parents, both parents must apply and consent to the registration of the change of name. One parent may apply if they are the only parent on the child's birth registration or if one parent is deceased, in which case a death certificate is required. If either parent cannot be found or refuses to consent to the application to change the child's name, a Supreme Court order approving the proposed change is required. If the child has attained the age of 14 years, the child must also consent to the application to change their name.

**REGISTRATION AND NOTIFICATION OF A CHANGE OF NAME**

If the application to register a change of name is approved, an entry will be created in the change of name register. If the child was born in the ACT, the new name will also be noted on the birth registration and will appear on all birth certificates issued after registration of the change of name. If the child was born in another State or Territory within Australia, the Registrar-General of that jurisdiction will be notified of the change of name, and may appear on birth certificates subsequently issued by that jurisdiction.

## FEES CURRENT TO 30 JUNE 2007

The fee to lodge an application to register a change of name is \$83.00. This fee is non-refundable regardless of whether the application is registered. Upon registration a further \$34.00 fee is payable to obtain the certificate of change of name or an updated birth certificate. If the certificate is to be sent by post a \$5.00 registered person to person postage fee applies, or \$16.00 if it is sent by international registered post. Payment may be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

## CONTACT DETAILS

The Registrar-General's Office is located at 255 Canberra Avenue Fyshwick ACT 2609. Our postal address is PO Box 225, Civic Square ACT 2608. Our office hours are 9:00am to 4:30pm Monday to Friday. You may also download forms and information from our website at [www.rgo.act.gov.au](http://www.rgo.act.gov.au) or contact this office on (02) 6207 0460.

## PROOF OF IDENTITY, RESIDENCY AND OTHER DOCUMENTATION REQUIRED

Upon application each parent and the child will need to provide sufficient evidence to allow the Registrar-General to be satisfied of their identity.

- (a) You must provide the child's original birth certificate.
- (b) If born overseas, we will require the child's current Australian Passport, Australian Citizenship Certificate or entry visa. The entry visa must demonstrate that the child is a permanent Australian resident. Applications will not be registered for temporary visa holders. If you are unable to provide any of these documents, however your child is a permanent resident of Australia, you should provide a Certificate of Evidence of Resident Status, available from the Department of Immigration and Citizenship.
- (c) If born in another State or Territory, we require 3 forms of evidence proving residency in the ACT for at least the previous 3 months. All evidence of residency must not be older than 6 months. The child's parents can provide evidence of residency if the child has insufficient evidence.
- (d) If a previous change of name of the child has been registered by deed poll or registration of a change of name, we require evidence of those changes of name.
- (e) Each parent must also provide at least two other current forms of identification from the following list. At least one of these must show your current address and signature:
  - Australian Driver's Licence
  - Medicare Card
  - Centrelink Card
  - Credit Card
  - Student Identity Card
  - Proof of Age Card
  - Security Guard Licence

## WITNESSES TO SIGNATURES AND CERTIFIED COPIES OF DOCUMENTS

If this application is lodged in person you must supply original documentation. If sending the application by post you must have the documents certified as true copies of the original documents by a Justice of the Peace, Solicitor or Police Officer.

If this application is lodged in person all signatures may be witnessed by Births, Deaths and Marriages staff within the Registrar-General's Office. If you are sending your application by post all signatures must be witnessed by a Justice of the Peace, Solicitor or Police Officer.

## Telephone Interpreter Services

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت مساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-ghajjuna t'interpretu, ċempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

**TRANSLATING AND INTERPRETING SERVICE**  
**131 450**  
Canberra and District - 24 hours a day, seven days a week



**ACT GOVERNMENT**  
*Births, Deaths and Marriages Registration Act 1997*  
Registrar-General's Office

**APPLICATION TO REGISTER A CHANGE OF NAME FOR A CHILD**

**PART A – DETAILS OF CHILD**

The child's name is changing from (please complete details of the child's current name)

Surname

Given names

The child's name is changing to (please complete the details of the name you would like the child to be known as after the change of name is registered)

Surname

Given names

**DETAILS OF CHILD AT TIME OF BIRTH**

Surname at birth

Given names at birth

Date of birth

 /  / 

Place of birth (town/city, state and country)

Sex

**DETAILS OF CHILD'S MOTHER/PARENT**

Surname

Given names

Maiden/Previous name

Place of birth

Date of birth

 /  / 

Daytime contact telephone number

**DETAILS OF CHILD'S FATHER/PARENT**

Surname

Given names

Maiden/Previous name

Place of birth

Date of birth

 /  / 

Daytime contact telephone number

**ANY PREVIOUS REGISTERED CHANGE/S OF NAME, DEED POLL OR NAMES KNOWN BY USE OR REPUTE**

Old name

New name

Date of change

Place of change

Method of change

Old name	New name	Date of change	Place of change	Method of change

**CONSENT OF THE CHILD IF 14 YEARS OF AGE OR OLDER**

I Consent to my name being changed to the new name that has been stated above.

Signature of child

Signature of witness

**PART B – PAYMENT DETAILS**

If you are applying by mail and payment is by credit card please complete the details below. If you are using another person's credit card, the cardholder must also provide written consent and identification before the application will be processed.

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Card	Amount	\$
Card Number	<input type="text"/>	<input type="text"/>	Expiry Date <input type="text"/> / <input type="text"/>
Name of Cardholder	<input type="text"/>	Signature of Cardholder	<input type="text"/>

## PART C – DECLARATION BY MOTHER/PARENT

I,  being a (occupation)  
of (address)  Postcode

hereby apply to the Registrar-General for registration of a change of name for:

Child's current full name

Child's new full name

I acknowledge and declare that I have read the general information document provided with this form and the information I have provided on this form relates to the child and I, and is correct. I understand that the Registrar-General may provide this form and any evidence in support of this application to the Australian Federal Police (AFP) or agencies including, but not limited to other Birth, Death and Marriage Registries, the Passports Office, the Department of Immigration and Citizenship, and Motor Vehicle Registries. I also give my consent for these agencies to release any relevant information to the Registrar-General that he/she may require in order to be satisfied that this application is not being sought for fraudulent or other improper purposes.

Declared at (suburb/town)

State/Territory

Signature of mother/parent

Dated on

Before me (signature of witness)

Qualification of witness (JP, Solicitor, Police Officer or BDM Staff)

Telephone contact of witness

Full name of witness

Address of witness

## PART D – DECLARATION BY FATHER/PARENT

I,  being a (occupation)  
of (address)  Postcode

hereby apply to the Registrar-General for registration of a change of name for:

Child's current full name

Child's new full name

I acknowledge and declare that I have read the general information document provided with this form and the information I have provided on this form relates to the child and I, and is correct. I understand that the Registrar-General may provide this form and any evidence in support of this application to the Australian Federal Police (AFP) or agencies including, but not limited to other Birth, Death and Marriage Registries, the Passports Office, the Department of Immigration and Citizenship, and Motor Vehicle Registries. I also give my consent for these agencies to release any relevant information to the Registrar-General that he/she may require in order to be satisfied that this application is not being sought for fraudulent or other improper purposes.

Declared at (suburb/town)

State/Territory

Signature of father/parent

Dated on

Before me (signature of witness)

Qualification of witness (JP, Solicitor, Police Officer or BDM Staff)

Telephone contact of witness

Full name of witness

Address of witness