

**APPLICATION TO NOTE CHANGE OF NAME
ON AN INSTRUMENT**

Form 010 - CNI

*Land Titles Act 1925***IMPORTANT INFORMATION**

This form is to be used to lodge an application to note change of name on an instrument under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

LODGEMENT AND CONTACT INFORMATION**Website:**www.accesscanberra.act.gov.au**General enquiries:**

13 22 81

In Person:

Environment, Planning and Land Shop Front

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street Dickson

Opening hours – Monday to Friday 8:30am to 4:30pm

INSTRUCTIONS FOR COMPLETION

- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.

REQUIRED DOCUMENTS

- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- Evidence of how the name was changed eg: Marriage Certificate (Ceremonial Certificate is not acceptable) or Change of Name Certificate
- One form of Primary Identification - Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport
- One form of Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office



APPLICATION TO NOTE CHANGE OF NAME ON AN INSTRUMENT

Form 010 - CNI

Land Titles Act 1925

LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit

REGISTERED DEALING NUMBER	TYPE OF DEALING (Sublease, Caveat, Mortgage)

NAME AS IT CURRENTLY APPEARS ON INSTRUMENT

NEW NAME (Full Name - Surname Last)

STATUTORY DECLARATION

I, _____ (name) of _____ (address),
 _____ (occupation) am the same person as
 the Sublessee/Mortgagee/Caveator in dealing number _____ registered on Crown Lease/Certificate of Title
 Volume _____ Folio _____. I changed my name on _____ (date) by marriage/registered change of name and I
 make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that
 Act for the making of false declarations, conscientiously believing the statements contain in this declaration to be true in
 every particular.

Declared at _____ on _____ the _____ day of _____ 20____ Signature of person making the declaration	Full name, qualification* and address of person before whom the declaration is made (in printed letters) (*Must be authorised under the <i>Statutory Declarations Act 1959</i>) Signature of person before whom the declaration is made
---	---

EVIDENCE OF CHANGE OF NAME			
Marriage Certificate	Place of Issue	Certificate Number	
Change of Name Certificate	Place of Issue	Certificate Number	
PRIMARY EVIDENCE			
Birth Certificate		Passport	
Citizenship			
SECONDARY EVIDENCE			
Drivers Licence		Medicare	
Pension Card		Tax File	

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	