

APPLICATION TO NOTE CHANGE OF NAME ON CERTIFICATE OF TITLE

Form 009 - CN

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge an application to note change of name on certificate of title 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 NOTICE

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

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.

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 original or certified copy e.g.: Marriage Certificate (Ceremonial Certificate is not acceptable) or Change of Name Certificate
- Primary Identification - Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport
- Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office
- At least one form of identification accompanying the application form (either primary or secondary) is required to be photographic and in the registered proprietor's new name.
- The combination of identifications that are acceptable are:
 - Two Primary
 - One Primary and One Secondary
- Two forms of secondary identification will **NOT** be accepted
- Foreign identification will not be accepted unless it has been translated to English. Refer Chapter 2 of the Land Titles Practice Manual for further information.

LODGEMENT AND CONTACT INFORMATION

Email:
actlandtitles@act.gov.au
General Enquiries:
(02) 6207 3000

In Person:
Environment, Planning and Land Shopfront
Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson
Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)



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LODGING PARTY DETAILS

Name	Email Address	Customer Reference Number	Contact Telephone Number

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit

CURRENT FULL NAME AS IT APPEARS ON CERTIFICATE OF TITLE (Surname Last)

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NEW FULL NAME AS IT IS TO APPEAR ON CERTIFICATE OF TITLE (Surname Last)

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REASON FOR CHANGE OF NAME (eg Marriage)

EVIDENCE (Registration details of Marriage Certificate, Change of Name Certificate etc including State/Country of Issue)

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PROPRIETOR/S EXECUTION

Print full name of Registered Proprietor

Print full name and address of witness

Signature of Registered Proprietor

Signature of witness

Dated -

Dated -

STATUTORY DECLARATION	
<p>I, _____ of _____, _____ (occupation)</p> <p>declare that I am one and the same person as _____, the</p> <p>registered proprietor/one of the registered proprietors in Certificate of Title Volume _____ Folio _____.</p> <p>I have changed my name by (marriage, registration of change of name, divorce etc.) _____.</p> <p><i>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.</i></p>	
STATUTORY DECLARATION EXECUTION	
<p>Declared at _____ on _____</p> <p>the _____ day of _____ 20_____</p> <p>Signature of person making the declaration</p>	<p>Full name, qualification* and address of person before whom the declaration is made (in printed letters) (*Must be authorised under the Statutory Declarations Act 1959)</p> <p>Signature of person before whom the declaration is made</p>

PRIMARY EVIDENCE			
Birth Certificate		Passport	
Citizenship			
SECONDARY EVIDENCE			
Drivers Licence		Medicare	
Pension Card		Tax File	
CHANGE OF NAME EVIDENCE			
Marriage Certificate		Change of Name Certificate	
OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by			
Registration date		Production number	