

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 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>

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



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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
REGISTERED DEALING NUMBER		TYPE OF DEALING (Sublease, Caveat, Mortgage)		
NAME AS IT CURRENTLY APPEARS ON INSTRUMENT				
NEW NAME (Full Name - Surname Last)				
STATUTORY DECLARATION				
<p>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 <i>Statutory Declarations Act 1959</i>, 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.</p>				
Declared at _____ on _____ the _____ day of _____ 20____		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 making the declaration		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	