

### General information

#### Eligibility

To apply to change your name in Tasmania you must be:

- born in Tasmania, or
- born interstate AND a permanent resident in Tasmania for a least the last twelve months immediately before the date of your application, or
- born overseas AND a permanent resident in Tasmania for at least twelve months immediately before the date of your application.

#### Born in Tasmania

If you were born in Tasmania, the change of name will be noted on your birth record. If you forward your original birth certificate with the application, an updated version will be sent to you with the change of name certificate.

#### Born interstate

If you were born interstate and require a copy of your amended birth certificate you will need to contact the State or Territory where you were born.

#### Multiple name changes

You may change your name once in a 12 month period and 3 times in your lifetime (subject to the discretion of the Registrar).

#### Change of name by marriage

A person, either male or female, that marries in Australia, can change to their spouse's married family name by providing a marriage certificate issued by the Registry.

If you were married overseas, you should check with the organisation requesting your identity documents for their requirements (e.g Australian Passports Office, driver licence authorities) before proceeding with a change of name application.

#### Registrable Offenders

Section 44A of the *Community Protection (Offender Reporting) Act 2005* requires any change of name application from a reportable offender to be referred to the Commissioner of Police for approval.

### Before lodging your application

Please read and complete all information on the application

#### False Information

It is an offence to make a false or misleading representation in any application or document under the *Tasmanian Births Deaths and Marriages Registration Act 1999*.

Penalties apply.

#### Privacy

The information required on this form is collected under the *Tasmanian Births Deaths and Marriages Registration Act 1999*.

#### Privacy continued

Information held by the Registry may be used for statistical purposes and by law enforcement agencies, as well as other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government and authorised non-government agencies.

The Registry requires proof of your identity to protect your privacy. We collect this information to determine your eligibility to register a change of name, to issue the related certificate and to prevent fraud.

#### Disclosure of information

When you complete this application form, understand that you have consented to the release of information provided by you, to those agencies which may be able to validate that information in support of your application. It is extremely important that all your identity documents are accurate and reflect your correct identity information.

Documents provided as proof of identity may have their authenticity verified through the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using DVS.

#### Can my application be refused?

Yes. The Registrar may refuse your application if:

- you are ineligible, or
- you have changed your name 3 times or more in TAS or another State, or
- you have changed your name within the last 12 months in TAS or another State or Territory, or
- your new name would be classed as a prohibited name.

#### Unsuccessful applications

The fee for registering a change of name includes processing your application and certificate. If your application is declined or cancelled, only the certificate fee will be refunded. All change of name applications are recorded. You will be notified if your application is unsuccessful, and given a reason.

#### Enquiries

For processing times and details about who can apply please see our website - [www.justice.tas.gov.au/bdm](http://www.justice.tas.gov.au/bdm) or email [bdm@justice.tas.gov.au](mailto:bdm@justice.tas.gov.au) or phone 1300 135 513.

### Lodging your application

#### In Person

If you are applying in person at the Births, Deaths and Marriages Registry, you will need to make an appointment by phoning 1300 135 513.

#### By Post

Send the form with your cheque, money order or credit card details to:

Births, Deaths and Marriages  
30 Gordons Hill Road  
Rosny Park Tasmania 7018

**Faxed or scanned applications will not be accepted.**

**PART 1 - Your details**

**Name at birth**

Family name (surname)

Given names

**Current name (as stated on your current identification)**

Family name (surname)

Given names

**Date of birth**

**Sex**

Female

Age

Male

**Place of birth**

Suburb/Town

State

Country

**Parent's details**

Mother's family name (as at time of your birth)

Mother's given names

Father or parent's family name

Father or parent's given names

**PART 2 - Your new name**

**This will be your new name (list all names)**

Family name (surname)

Given names

**PART 3 - Supporting information**

**Previous names**

If you have legally changed your name you will need to provide a copy of your change of name certificate/s or your marriage certificate/s.

If you did not legally change your name, Births, Deaths and Marriages may contact you to provide a statutory declaration.

Previous name

Place changed

Date changed

Previous names

Place changed

Date changed

Previous name

Place changed

Date changed

### **PART 3 - Supporting information continued**

#### **Reason for name change**

Before a change of name can be registered, you must supply a valid reason for the change. Births, Deaths and Marriages are required by law to ensure that any change of name is not for fraudulent or improper purposes.

Reason (e.g. To formalise the use of an assumed name such as marriage overseas, required to support another government agency such as the passport office)

If you have documentation to support the reason for your change of name please attach copies to this application.

Enter Reason

### PART 4 - Proof of identity

#### Certify your documents

If you mail your application each identity document attached must be certified.

##### How to certify your identity documents

1. Make a photocopy of each identity document
2. Take your photocopies and original documents to a Justice of the Peace or Commissioner for Declarations.

##### How to certify your identity documents if you are currently overseas

1. Make a photocopy of each identity document
2. Take your photocopies and original documents to a Notary Public. A Notary Public can be found at an Australian consulate. For more information refer to the Department of Foreign Affairs and Trade website, [www.dfat.gov.au](http://www.dfat.gov.au)
3. Identity documents issued by overseas authorities must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).

#### Apply in person

If you are applying in person you must bring your original identity documents to your change of name appointment.

#### List 1 - Place of birth

If you were born in Australia you **MUST** provide a birth certificate.

Were you born in Tasmania?

- Yes - (Birth Certificate Attached) **Go to List 4**
- No - (**Born overseas go to List 2. Born in Australia go to List 3**)

#### List 2 - Born overseas only (Proof of your permanent residency or citizenship in Australia)

Please provide one document from the list below.

- Australian citizenship certificate
- Australian passport
- Australian visa and overseas passport

**Go to list 3.**

#### List 3 - Proof of Tasmanian residency

You will need to provide one (1) document from the list below which shows at least 12 months residency in Tasmania

- Bank statements - covering last 12 months
- Lease or tenancy agreement covering at least 12 months
- Rates Notice
- Utility accounts (including gas, water, electricity, mobile)
- Department of Taxation group/advice certificate
- Department of Veteran Affairs or Centrelink Pensioner Concession Card or other entitlement card issued by Australian Government

**Go to list 4.**

#### List 4 - Operating in the community

Provide two (2) current documents from the list below in your current name, at least one showing your signature.

- Australian photo drivers licence
- Australian passport
- Government issued working with vulnerable people card
- Tasmanian Government Personal Information Card
- Defence force or police service photo ID card
- Medicare card
- Credit card, account card, passbook account statement
- Student ID card

### PART 5 - Declaration

**I declare that:**

- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I understand that the TAS Registry of Births Deaths and Marriages may confirm or verify the validity of any document provided with this application to establish identity and eligibility for this change of name to be registered.
- I will use my new name stated at PART 2 on all my identification documents.
- I will not seek to use my new name for a fraudulent or improper purpose.
- I have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- By signing this application, I am allowing the Registry at its discretion to conduct checks with appropriate agencies to verify information in my application, including the authenticity of supporting documentation under the *Births Deaths and Marriages Registration Act 1999*.

Signature of applicant

Date



Name of Justice of Peace(JP) or Commissioner Declarations(CD)

Signature of JP or CD

JP Number or CD Qualification

Date



### PART 6 - Payment

**Please mail my certificate to:**

Name

Postal address Line 1

Postal address Line 2

Suburb/Town

State

Postcode



Phone number

Email

**Select postage type (fees apply)**

**For security reasons all certificates are sent by registered post. You will be charged a fee for this service.**

If you would also like your certificate sent by express registered post please tick the box. Additional fees apply.

Registered Express Post

**I wish to submit the following payment:**

**In Person**

The Registry accepts credit card, EFTPOS cards, money orders and bank cheques.

**By Mail**

Make bank cheques and money orders payable to Registry of Births, Deaths and Marriages.

Overseas applicants must pay by credit card or bank draft in Australian dollars.

Credit Card     Bank cheque     Money order

If paying by credit card, please complete the Credit Card Payment section below.

### Credit Card Payment (mail applications only)

Card Number      Card type     Visa     Mastercard

Expiry      Date

/

Amount (\$)

Name on card

Signature of cardholder