

### General information

#### Eligibility

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

#### Born interstate

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

#### Both parents must apply

Both parents named on the child's birth certificate must apply to change their child's name.

#### If only one parent is applying

One parent can apply alone if:

- they are the only parent named on the child's birth certificate, or
- the other parent is deceased, or
- a Court has specifically approved the new name for the child.

#### If neither parent is applying

A Court appointed guardian may only apply if there is proof that the parent(s) cannot exercise their parental responsibilities. Otherwise application will need to be made to the Court for a change of name order.

#### Child's Consent

If the child is aged 12 years or older, he/she must consent to the change of name (refer to part 6 of this application).

### 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:

- your child is ineligible, or
- your child has changed their name 3 times or more in TAS or another State or Territory, or
- your child has changed their name within the last 12 months in TAS or another State or Territory, or
- the 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 - Child's details**

**Name at birth**

Family name (surname)

Given names

**Current name (as stated on 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 child's 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 child's new name (list all names)**

Family name (surname)

Given names

**PART 3 - Supporting information**

**Previous names**

If you have legally changed your child's name you will need to provide a copy of the change of name certificate/s.

If you did not legally change your child's 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. required to support another government agency such as the passport office)

If you have documentation to support the reason for your child's 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 the original identity documents to your change of name appointment.

### Child's Proof of Identity

#### List 1 - Please provide one of the following documents to confirm place of birth and parents.

- Australian or Overseas birth certificate. (if not in English, you must also provide a translated version)

#### List 2 - If your child was born overseas please provide one of the following documents to confirm Australian residency.

- Australian Citizenship Certificate
- Australian Passport
- Australian visa and overseas passport
- Department of Immigration & Border Protection Certificate of Evidence of Resident Status

#### List 3 - If your child was born outside of Tasmania please provide one of the following documents to confirm at least 12 months residency in Tasmania.

- School reports, invoices for school, childcare or preschool fees
- Centrelink family payment advice
- Healthcare statements

### Parent(s) (or court appointed guardian) Proof of Identity

Parent(s)/Guardian please provide the following identity documents:

- one document from each list, or
- two documents from list 2 and one from list 3, or
- one document from list 1 and two from list 2.

#### List 1

- Australian Drivers Licence
- Australian/Overseas Passport
- Australian Firearms Licence
- Australian Government issued Immicard
- Australian Citizenship Certificate
- Tasmanian Government Personal Information Card
- Australian or Overseas birth certificate (if not in English, you must also provide a translated version)

#### List 2

- Medicare Card
- Credit Card or Bank Card with signature
- Australian Security Guard or Crowd Controller Licence
- Department of Veteran Affairs or Centrelink Pensioner Concession Card or other entitlement card issued by Australian Government
- Government Issued Working with Vulnerable People Card
- Standard Birth Certificate issued in Australia
- Student Identity Card with photo issued by educational institution

#### List 3

- Utility Account (electricity, water, sewerage, telephone, gas)
- Lease or Rent agreement
- Council Rates Notice
- Australian Taxation Office Assessment
- Current school report card or exam certificate
- Financial Institution Statement (including passbook, credit, savings or cheque accounts)

**PART 5 - Parent(s) Declaration**

**I/we declare that:**

- I/we understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
- I/we 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.
- My child will use his/her new name stated at PART 2 on all of his/her identification documents.
- My child will not seek to use his/her new name for a fraudulent or improper purpose.
- I/we have read and understand all the instructions in this document including 'Privacy' and 'Disclosure of Information'.
- By signing this application, I/we are 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*.

**Mother  
(or court appointed guardian)**

Family name of mother

Given names

Date of birth

Current residential address

Suburb

State  Postcode

Phone

Email

Signature  Date signed

Name Justice of Peace(JP)/Commissioner for Declarations (CD)

Signature of JP or CD

JP Number or CD Qualification  Date signed

**Father/co-parent  
(or court appointed guardian)**

Family name of father/co-parent

Given names

Date of birth

Current residential address

Suburb

State  Postcode

Phone

Email

Signature  Date signed

Name Justice of Peace(JP)/Commissioner for Declarations (CD)

Signature of JP or CD

JP Number or CD Qualification  Date signed

**PART 6 - Child's Consent (12 years and over)**

**I consent to my name being changed to the name listed on this form**

Note: The child must sign this declaration in front of a Justice of the Peace(JP) or Commissioner for Declarations(CD).

Signature of applicant

Date signed

Name of JP or CD

Signature of JP or CD

JP Number or CD Qualification

Date

**PART 7 - 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

Name on card

Expiry    Date

/

Amount (\$)

Signature of cardholder