

# Change of name certificate Tasmania

## SECTION 1: Type of certificate

If you have changed your name outside of Tasmania, you will need to apply in the State or Territory where you registered the change of name. Name changes that occurred prior to November 2000 were registered as a deed poll change of name and the certificate you will receive may be in a different format.

Please select type of certificate:

- Standard
- Priority Standard (additional fees will apply)

For information on fees visit [www.justice.tas.gov.au/bdm/applyforcertificate](http://www.justice.tas.gov.au/bdm/applyforcertificate)

For security reasons your certificate will be sent by registered post (within Australia) and you will be charged a fee for this service. \*

If you would also like express post please tick the box.

Express and registered post

## SECTION 2: Change of name details

New name

Old name

Place of birth

Date of birth

Date of change  Or if not known, please enter the years to be searched: From  To

This office searches a five year period for the standard fee. For searches of six years or more, additional fees apply.

Reason for application

## SECTION 3: Applicant details (Identification required see section 4)

Applicant name

Relationship to registered person

**If you are not the registered person, Births, Deaths and Marriages may contact you requesting further evidence of relationship documentation.**

Contact name

Street address  Town/City

State  Postcode

Country

Contact number

Email

## SECTION 4: Identification requirements

You must supply a least 3 forms of current identity.

At least one document must contain your current residential address.

Please choose:

- One document from each category 1, 2 and 3
- OR**
- Two documents from category 2 and one from category 1 or 3
- OR**
- Two documents from category 3 and one from category 1 or 2.

### Category 1

- An Australian birth certificate
- Citizenship certificate
- Immicard
- New Zealand citizenship certificate together with passport
- New Zealand birth certificate

### Category 2

- Australian driver's licence
- Australian passport
- Firearms licence
- Foreign passport
- Proof of age card
- Working with vulnerable people card

### Category 3

- Medicare card
- Australian marriage certificate (Issued by BDM office)

### Category 3 continued

- Centrelink or Department of Veterans Affairs card
- Security/Crowd control licence
- Tertiary education institution ID card
- Credit card / bank statement
- Utility account with current residential address (issued within last 3 months)
- Lease or rent agreement with current address
- Australian Tax Office assessment with current address

### Name changes

• If you have changed your name, please provide evidence (from the list below) of each name change. This is so we can link your current name to the name recorded on the change of name record.

- BDM issued name change certificate(s)
- BDM issued marriage certificate(s)
- Divorce paper issued by court (showing previous name)
- Statutory declaration (if changed by common usage)
- BDM issued relationship certificate

If you post your application please send copies of your identification that have been certified as true copies of the original documents by a Justice of the Peace or Commissioner for Declarations. For more information visit -

[www.justice.tas.gov.au/bdm/evidence-of-identity-requirements](http://www.justice.tas.gov.au/bdm/evidence-of-identity-requirements)

If you apply at Service Tasmania you will need to take your original identification documents with you.

## SECTION 5: Personal information protection statement - Confirmation of consent

In line with the *Personal Information Protection Act 2004*, the Registry of Births, Deaths and Marriages is collecting this information so that we can determine your eligibility to obtain the requested certificate and to prevent fraud. If you do not provide all of the information requested, particularly that relating to the reason you need the document and your relationship to the registered person, then you may not be provided with a copy of the certificate. Your personal information may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Documents provided as proof of identity may be verified through the National Document Verification service (DVS). Documents issued by this office may also be verified by other organisations using DVS.

Signature of applicant

Date signed

### Payment (only complete if mailing application)

Processing times and current fees visit - [www.justice.tas.gov.au/bdm/fees](http://www.justice.tas.gov.au/bdm/fees)

- Visa       Mastercard       Money order       Cheque

Amount \$

Card number

Expiry date

Name on card

Cardholder signature

Submit your form and payment

By mail  
Births Deaths and Marriages  
30 Gordons Hill Road  
ROSNY PARK TAS 7018

In person  
Visit any Service Tasmania shop, for locations go to  
[www.service.tas.gov.au/about/shops](http://www.service.tas.gov.au/about/shops)

\*If you would like your certificate sent standard mail, by courier or overseas please contact BDM 1300 135 513.