

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 at 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.

Change of name by marriage

A person 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.

Born in Tasmania

If you were born in Tasmania, the change of name can be printed on a replacement birth certificate. If you send your original birth certificate to Births, Deaths and Marriages, we will exchange it for an updated version showing your new name.

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).

Restricted persons

Prisoners or detainees must obtain the consent of the Director of Corrective Services prior to lodging an application to register a change of name.

If approved, the Registrar of Births, Deaths and Marriages will inform the Tasmania Prison Service Directorate when the new name has been registered.

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.

Department of Justice

Privacy

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

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

Please see our website - www.justice.tas.gov.au/bdm or email bdm@justice.tas.gov.au or phone 1300 135 513.

Lodging your application

By e-mail or post

E-mail the completed form, identity documents and credit card details to bdm@justice.tas.gov.au

OR

Send the completed form, certified identity documents and credit card details, cheque or money order to Births, Deaths and Marriages, 30 Gordons Hill Road, Rosny Park, TAS 7018.

If you need help completing the form, please phone Births, Deaths and Marriages on 1300 135 513.

SECTION 1 - Your details

Name at birth

Family name

Given name/s

Current name (as stated on your current identification)

Family name

Given name/s

Date of birth

Day

Month

Year

Place of birth

Suburb/Town

State

Country

Parent's details

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

Mother/parent's given name/s

Father/parent's family name

Father/parent's given name/s

SECTION 2 - Your new name

This will be your new name (list all names)

Family name

Given name/s

SECTION 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 from an Australian or Overseas Issuing Authority.

BDM Tasmania can verify Tasmanian registered decorative marriage certificates issued by an authorised marriage celebrant.

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 name

Place changed

Date changed

Previous name

Place changed

Date changed

SECTION 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

SECTION 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 an Australian Consular Officer or Australian Diplomatic Officer. For more information refer to the Department of Foreign Affairs and Trade website, www.dfat.gov.au
OR
Take your photocopies and original documents to a Notary Public. Refer to your local government for a list of licensed Notaries.
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).

(No Photo ID) Photo identification form and photo required

If you cannot provide photo identification you must complete the Photo Identification Form located on the Tasmania BDM website. www.justice.tas.gov.au/bdm/forms

Important information about driver licences

If you are providing a copy of your driver licence, we need to see both the front and back (to check it is a valid document).

List 1 - Place of birth

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

- Birth Certificate Attached
Were you born in Tasmania?
- Yes - **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 statement - (name and address page only)
- 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 - including Health Care Cards

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.

Note: You cannot use the same identity document twice.

- Australian photo drivers licence (front and back)
- 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
- Department of Veteran Affairs or Centrelink Pensioner Concession Card - including Health Care Cards

SECTION 5 - Certificate type/ delivery details

Contact name

Contact number or email address

Street address/PO Box

Town/City

State

Postcode

Country (if not Australia)

- You will receive a change of name certificate as part of the registration process.
- If you send your **original** birth certificate to Births, Deaths and Marriages, we will exchange it for an updated version showing your new name.
- If you do not send your original birth certificate and would like to purchase a new one, please choose type below. Additional fee applies www.justice.tas.gov.au/bdm/fees

- Birth certificate including all registered gender and name change details (if any)

Office use only
BSC

Recommended for evidence of identity

OR

- Birth certificate with current gender only (no previous gender or details of registered name changes)

Office use only
BSC1

- Birth certificate with current gender and details of registered name changes (no gender history)

BSC2

- Birth certificate with all registered gender details but no details of registered name changes

BSC3

- Birth certificate without gender and no details of registered name changes

BSCNG1

- Birth certificate without gender, with details of registered name changes

BSCNG2

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

Would you also like the certificate sent express and registered post? Please tick the box.

Payment

Visa Mastercard Money order Cheque Amount \$

Card number

Expiry date

Name on card

SECTION 6 - Declaration

You must sign the following declaration in front of a Justice of the Peace or Commissioner for Declarations.

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 the '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 for Declarations(CD)

Signature of JP or CD

JP Number or CD Qualification

Date