

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 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.

Born in Tasmania

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

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, they 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

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 and certified identity documents 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 Tasmania 7018

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

SECTION 1 - Child's details

Name at birth

Family name

Given name/s

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

Family name

Given name/s

SECTION 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 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. 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

SECTION 4 - Proof of identity

Certify your documents

Before mailing your application you will need to certify each identity document.

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 (check with your local government for licensed Notaries) OR Australian Consular Officer, refer to www.dfat.gov.au for more information.
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).

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).

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 current 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 (front and back)
- 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)

SECTION 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 their new name stated at SECTION 2 on all of their identification documents.
- My child will not seek to use their new name for a fraudulent or improper purpose.
- I/we have read and understand all the instructions in this document including the '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/Parent

(or court appointed guardian)

Family name

Given name/s

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/Other parent

(or court appointed guardian)

Family name

Given name/s

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

SECTION 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 child

Date signed

Name of JP or CD

Signature of JP or CD

JP Number or CD Qualification

Date

SECTION 7 - Type of birth certificate

- You will receive a change of name certificate as part of the registration process.
- If you send the **original** birth certificate to Births, Deaths and Marriages, we will exchange it for an updated version showing the new name.
- If you do not send the 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 see next column for more certificate options.

SECTION 7 - Type of birth certificate cont.

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

SECTION 8 - Delivery details

Contact name

Street address

Town/City

State

Postcode

Country (if not Australia)

Contact number

Email address

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

Cardholder signature