

Identification

- Photocopies of identification must be certified by a qualified witness* (see below) as being “true and correct copies” of the originals.
- You must establish proof of your original name and all other names used.
- If you have previously registered a change of name with the NSW Registry of Births Deaths & Marriages, you must return your Change of Name Certificate with your application.

To protect your privacy, the Registry requires proof of your identity.

If you were born in NSW

- Please provide at least three (3) forms of identification, one of each from Categories 1, 2 and 3.
- If you are unable to provide identification from Categories 1 and 2, **you must** still provide at least three (3) forms of identification. At least two (2) of these **must be** from Category 3.

If you were born interstate or overseas

- You must provide at least one (1) form of identification from Category 1. This identification should confirm your name, full date of birth and place of birth. If you were born overseas and your Category 1 document does not contain your name, full date of birth and place of birth, you must also provide a passport, full Birth Certificate or Certificate of Evidence of Resident Status# containing this information. If the Birth Certificate is in another language, you must provide a translation by an accredited translator, and
- You must also provide at least another three (3) forms of identification, one of each from Categories 2, 3 and 4.
- If you are unable to provide identification from Category 2, **you must** still provide at least three (3) forms of identification. At least two (2) of these **must be** from Category 3 and one from Category 4.

#Certificate of Evidence of Resident Status can be obtained from the Department of Immigration and Citizenship: www.immi.gov.au

All documents, except foreign passports, must be current.

CATEGORY 1	CATEGORY 2	CATEGORY 3
If born in Australia: <ul style="list-style-type: none"> • An Australian Birth Certificate Record of immigration status: <ul style="list-style-type: none"> • Citizenship Certificate • Certificate of Evidence of Resident Status • New Zealand Citizenship Certificate together with passport • New Zealand Birth Certificate 	<ul style="list-style-type: none"> • Australian Driver's Licence • Australian Passport • Firearms Licence • Foreign Passport 	<ul style="list-style-type: none"> • Medicare Card • Credit or Debit Card • Centrelink or Department of Veterans Affairs Card • Security Guard/Crowd Control Licence • Tertiary Education Institution ID Card
CATEGORY 4		
<ul style="list-style-type: none"> • Recent utility account with current residential address • Bank statement with current residential address 		

*Qualified witness

The following persons can certify photocopies of documents as being “true and correct copies” of the originals and can also witness your signature.

- Justice of the Peace
- Notary Public
- Legal Practitioner (holding a current Practising Certificate)

Checklist to assist you in completing your application

- I have read the instructions carefully.
- I have completed the Statutory Declaration to *Change of Name for an Adult (18 years or over)*.
- My signature on the Statutory Declaration form has been witnessed by a qualified witness.
- I have included the required forms of identification with this application.
- All copies of identification have been certified as being “true and correct copies” by a qualified witness.
- I have completed the Payment Details form.

Your right to privacy

The NSW Registry of Births Deaths & Marriages administer the Births, Deaths and Marriages Registration Act 1995 for NSW. The information required on this form is collected under the provisions of this Act and forms the basis for the registration of a change of name. The change of name register is part of the civil records of NSW and is a permanent historical record. However, these records are not available for public scrutiny.

The information held in the Register may be used for statistical, law enforcement and other uses provided for by law. Such access for approved purposes may be granted to other Registries and certain government agencies[^] and to authorised non-government agencies.

For more information about the privacy and disclosure of change of name registration data or how you may access information after it has been collected by the Registry, please telephone the Registry on 1300 655 236.

[^]This includes the Passports Office, the Department of Immigration and Citizenship and the Roads and Traffic Authority.

How to lodge this application

Please post your application with your identification and payment to:

NSW Registry of Births Deaths & Marriages
GPO Box 30
Sydney NSW 2001

Or visit a Registry office:

- 35 Regent Street, Chippendale, Sydney NSW 2008
Monday to Friday 8.00am – 4.30pm
- 95 Tudor Street, Hamilton, Newcastle NSW 2303
Monday to Friday 8.00am – 4.30pm
- 2/74 Kembla Street, Wollongong NSW 2500
Monday to Friday 8.00am – 4.30pm

Telephone: 1300 655 236

TTY: 9354 1371

www.bdm.nsw.gov.au

If you require further information or need advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



NSW Registry of
Births Deaths & Marriages

Attorney General's
department of nsw

www.bdm.nsw.gov.au