

Application to register a change of name for a child (under 18)

Births Deaths and Marriages Registration Act 1996 (BDMR Act)

General information

Eligibility

To apply to change your child's name in SA, the child must be:

- under 18 years of age, and
- born in SA, or
- born overseas AND a permanent resident in SA for at least the last twelve months immediately before the date of your application.

Must be born in SA or overseas

If the child was born in Australia but not SA, you must apply to the Registry in the State or Territory of the child's birth.

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.

Childs consent

A child's name cannot be changed unless the child has consented and a qualified person has interviewed the child.

See page 7

If the child is a restricted person or registered offender

If the child is a restricted person or registered offender, you must seek permission to change your child's name from the relevant authority.

Successful applications

To help us complete your application, you will need to:

- Return all original birth certificates and/or change of name certificates issued by the SA Births Deaths & Marriages for the child.

- Be honest and accurate on your application.
- Explain why you want to change your child's name.
- Choose a name that is not prohibited i.e not rude, too long, or includes numbers or symbols. The name should not be a statement or phrase, or resemble an official title or rank recognised in Australia.
- Advise all previous change of names and/or previous names that your child has used.

Registry approved witnesses

When you apply by post, please provide certified copies of your identity documents.

A certified copy of an identity document is a photocopy of the identification that has an endorsement on it saying it is a true copy of an original document.

The following persons can certify your identity documents:

- Justice of the Peace (JP)
- Notary Public
- Police Officer
- Practising Solicitor/Lawyer
- Consumer and Business Services Officer.

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 BDMR Act. Penalties apply.

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 SA or another State, or
- your child has changed their name within the last 12 months in SA or another State or Territory, or
- the new name would be classed as a prohibited name.

The Registrar may require you to provide more documentation until satisfied of age and identity, and that the change of name is not being made for a fraudulent or improper use.



Government of South Australia
Attorney-General's Department

Unsuccessful applications

The fee for registering a change of name includes processing your child's application and issue of certificate. If your child's 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.

Attach required identification

You must establish proof of your child's identity by:

- providing the required identity documents. If issued by overseas authorities they must be translated into English by an accredited translator, i.e. National Accreditation Authority for Translators and Interpreters (NAATI).

See page 3

- providing photo identification for parents. If unable to provide official photo identification, you will need to provide a recent photograph that has been witnessed and signed by a guarantor.

See page 8 & 9

- providing evidence of any previous legal name change.

See page 6

Use our checklist

- Incomplete applications will cause delays. Before lodging your application, please make sure you have everything right.

See page 11

- You must return original SA certificates.

Options to lodge

By post

Births Deaths & Marriages,
GPO Box 1351, ADELAIDE SA 5001

Do not mail originals of your identification.

See page 3

Attach clear photocopies certified by a Registry approved witness.

See page 1

In person

At the Customer Service Centre, Consumer and Business Services. Monday to Friday: 9.00am - 4.30pm

Ground floor (street level), 91 Grenfell Street, Adelaide SA

Please book an appointment online www.cbs.sa.gov.au or phone for an appointment 131 882. Bring your original identification to be certified.

Contacting us

- NRS: 1300 555 727 (Speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- Email: registrations.bdm@sa.gov.au

Phone: 131 882

www.cbs.sa.gov.au

Restricted persons and registrable offenders

The BDMR Act restricts certain groups of persons from changing their name without the permission of a supervising authority or the Commissioner of Police. It also restricts people from making a change of name on behalf of a restricted person.

Restricted persons in SA includes, but is not limited to:

- a prisoner
- a prisoner released on parole
- a person subject to an extended supervision order
- a person released on licence under section 24 of the Criminal Law (Sentencing) Act 1988.

For the full list of restricted persons please refer to Section 29B of the *Births, Deaths and Marriages Act 1996* which can be found at:

www.legislation.sa.gov.au

Registrable offenders

The *Child Sex Offenders Registration Act 2006* provides for the requirements in relation to changing or applying to change the name of a registrable offender.

For the full list of registrable offenders please refer to sections 6-8 of the *Child Sex Offenders Registration Act 2006* which can be found at:

www.legislation.sa.gov.au

Is your child required to get approval?

Persons in prison or on parole, or on home detention or subject to an extended supervision order must obtain the written approval of the Chief Executive of the SA Department for Correctional Services.

Persons under the supervision of the Commissioner of Correctional Services or the SA Commissioner of Police must obtain approval from that authority before changing or applying to change their name. Making an application without approval is an offence and penalties apply.

If unsure of your child's status:

Restricted persons:

- If you are a prisoner call the Prisoner Complaint Line, number 2 on the Prisoner Telephone System (freecall).
- If you are in the community call the Department for Correctional Services on 08 8226 9000.
- Registrable offenders should contact the South Australia Police ANCOR Section on 1800 766 255.

Alternatively you can seek legal advice by contacting the Legal Help Line on **1300 366 424**.

Your right to privacy

Privacy

The information required on this form is collected under the BDMR Act. The change of name register is part of the civil records of SA and a permanent historical record. The public do not have access to these records.

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 online Certificate Validation Service (CertValid) and the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using CertValid and/or DVS.

Identity of the child

You must provide one form of identity from each list, and all identification must be current (not expired).

- If applying in person, you must bring the original document(s).
- If applying by post, you must enclose certified photocopies of each identity document. Do not send original documents with your application unless it is your child's SA birth certificate or change of name certificate.

Born in SA

List 1: Proof your child was born in SA

SA Birth certificate (original)

If applicable, you must return your child's original SA birth certificates and SA change of name certificates.

Born overseas AND residing in SA for at least the last 12 months

List 1: Your child's overseas birth certificate to prove you are the birth parents

Overseas birth certificate of your child (if not English, you must also provide a translated version)

List 2: Your child's right to reside in Australia

Australian citizenship certificate

Australian visa supported by overseas passport

Visa status from the Department of Immigration and Border Protection

ImmiCard

List 3: Proof your child has been residing in SA for at least the last 12 months before applying - a total number of 4 documents e.g.

School reports, invoices for school, childcare or preschool fees

Centrelink family payment advice

Healthcare statements

PO boxes and bank statements are not accepted.

Parents/persons with guardianship

EACH parent/person must provide one different form of identity from each list, and all identification must be current (not expired).

- If applying in person, you must bring the original document(s).

Parents

List 1: Link between photo and signature

Australian passport
Overseas passport
Australian driver's licence
Photo Card issued by an Australian government agency
Australian firearm licence

If you can't provide photo ID see pages 8 & 9.

List 2: Operation in the community

Medicare card
Private health insurance card
Credit/debit card
Centrelink card
Australian Department of Veteran's Affairs card
Australian security licence or crowd control licence
School or tertiary student identity card

List 3: Proof of your current residential address

Australian driver licence
Utility account (electricity, gas, water)
Rates notice
Centrelink concession card
Current tenancy or lease agreement
Superannuation fund statement

PO Boxes and bank statements are NOT accepted.

Court appointed guardians

List 1: Proof of guardianship

A Court Order that allocates guardianship

List 2: Link between photo and signature

Australian or Overseas Passport
Australian Titre de Voyage
Australian driver licence
Australian firearm licence
Photo Card issued by an Australian government agency

If you can't provide photo ID see page 8 & 9

List 3: Operation in the community (not applicable for children under the guardianship of the minister)

Medicare card
Private health insurance card
Credit/debit card
Centrelink card
Australian Department of Veteran's Affairs card
Australian security licence or crowd control licence
School or tertiary student identity card

List 4: Proof of your current residential address (not applicable for children under the guardianship of the minister)

Australian driver's licence
Utility account (electricity, water, gas)
Rates notice
Centrelink concession card
Current tenancy or lease agreement
Superannuation fund statement

Application starts here

False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

Section 51 - False representation: A person who makes a false or misleading representation in an application or document under this Act, knowing it to be false or misleading, is guilty of an offence.

Maximum penalty: \$1250

To be completed by both parents or guardian(s). Initial all corrections. Do not use white out.

Part 1: Screening Questions

1. Is the child a restricted/registrable person?

- Yes Contact your supervising authority or attach letter authorising a change of name. See page 2.
- No Go to question 2.

2. Where was your child born?

- SA Go to question 5.
- Overseas Go to question 3.
- Interstate Apply with the Registry in the State or Territory of your child's birth.

3. Does the child have an overseas birth certificate?

- Yes Go to question 4.
- No You must obtain a court order to change your child's name.

4. Was the child a resident of SA for the 12 months before the date of this application?

- Yes Go to question 5.
- No Contact us: 131 882.

5. Has your child changed names 3 times before at any Registry in Australia?

- Yes Contact us: 131 882.
- No Go to question 6.

6. Has your child changed their name within the last 12 months before the date of this application?

- Yes Contact us: 131 882.
- No Go to question 7.

7. Are both parents applying?

- Yes Go to PART 2.
- No Go to question 8.

8. Is only one parent applying?

- Yes Go to question 9.
- No Go to question 12.

9. Are you the only parent named on the child's birth certificate?

- Yes Go to PART 2.
- No Go to question 10.

10. Is the other parent deceased?

- Yes Go to PART 2. You must provide a certified copy of the other parent's death certificate.
- No Go to question 11.

11. Has an Australian court specifically approved the new name for the child?

- Yes Go to PART 2.
- No Apply to the court for an order.

12. You are a court appointed guardian

- Yes Go to question 13.
- No Apply to the court for an order.

13. Is there a good reason why the parent(s) cannot exercise their parental responsibilities?

- Yes Please attach evidence.
- No Parent(s) must sign the form, or you must apply to the court for an order.

Part 2: Child details

Family name at birth

Father or Co-parent's family name

Father or Co-parent's family name at their birth (maiden name)

Given names at birth

Father or Co-Parent's given names

Date of birth

Sex

Male Female

Place of birth: City/State

Part 3: Current name of the child

Current Family name

Place of birth: Country

Current Given name(s)

Parent details as recorded on the child's birth certificate

Mother's family name

Part 4: New name of the child

New Family name(s)

Mother's family name at their birth (maiden name)

New Given name(s)

Mother's given names

Part 5: Former name(s)

Has the child previously changed their name in Australia or overseas or used any other name(s) in the past?

No Go to PART 6.

Yes You must provide evidence of how your child's name was changed:

- list all previous names used
- provide certified documents showing these names
- provide certified copies of change of name certificates from other states/territory or overseas for your child
- this also includes a change of name by parent's marriage, deed poll, divorce, common usage and any other official documents.

You must list all previous names

- Failure to list all previous names may result in your application being unsuccessful. This also includes change of name by parent's marriage and/or by common usage.

Family name	Given name(s)	Date changed	Where changed

Reasons for change of name

Part 6: Why are you changing your child's name?

You need to provide a reason for your child's change of name application to be considered.

Write a brief statement explaining the reason for changing your child's name. One or two word explanations such as 'personal', 'professional', 'passport' or 'driver licence' are not sufficient and may result in your application being unsuccessful.

Please supply any relevant documents to support your application.

Part 7: SA Born Only.

Do you want your child's new name recorded on their birth certificate?

Yes Your child will receive a birth certificate in the new name with a notation listing all former name(s).

No Your child will receive a change of name certificate. A notation appears on any birth and/or change of name certificate issued.

You must return ALL your child's birth and/or change of name certificate(s) as they will no longer be valid after your child's change of name is complete.

Some organisations may require both birth AND change of name certificates to prove identity. Please check with the organisation requesting your identity documents for their requirements (e.g. Australian Passports Office, driver licencing authorities).

Part 8: Child's Consent (to be completed by qualified person)

A child's name cannot be changed unless the child has consented to the change of name. A qualified person (see page 1) must interview the child whose name is being changed to determine if they understand the implications of changing their name and if they do, whether they agree to the change. However, if the child is unable to understand the meaning and implications of a change of name, the new name can still be registered.

I have interviewed (current name of child)

the child to whom this application to register a change of name refers, and have explained the meaning and implications of the change of name. I am satisfied that the child **consents to the change of name** or **is unable to understand the meaning and implications of the change of name** (cross out whichever is not applicable).

Name

Telephone

Address

Signature

Qualification

Date

Photo Identification for mother

Part 9: Have you supplied a photo identity document listed on page 4?

e.g. Passport, Driver Licence, Photo Card issued by a Government agency.

Yes Go to page 9.

No A guarantor must complete this page with a photo of the mother attached.

If the mother has not supplied current photo identification, a guarantor must complete this photo identification declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor.

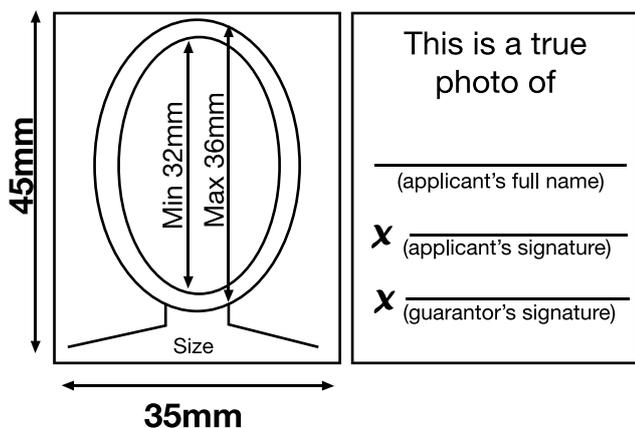
The guarantor MUST:

- not be related by birth or marriage to the person changing their name
- not be a de facto partner of the person changing their name
- not live with the person in the last 12 months
- be 18 years of age or over
- endorse the back of the photograph writing: "this is a true photo of" (the applicant's full name) and signing their own name.
- have known the person for at least the last 12 months.

Your photograph MUST:

- Measure 45 mm high and 35 mm wide
- Be signed on the back by the mother
- Be endorsed on the back by the guarantor with their name and signature.

Please **DO NOT** glue or staple down the photo



Guarantor's details

Surname

Given names

Date of birth

Residential address (PO BOX cannot be accepted)

Daytime telephone number

Email address

How do you know the person in this photo (e.g. friend, colleague)?

How long have you known this person?

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a guarantor for the person changing their name in this application.

I authorise the SA Registry of Births Deaths & Marriages to make enquires with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

Photo Identification for father/co-parent

Part 10: Have you supplied a photo identity document listed on page 4?

e.g. Passport, Driver Licence, Photo Card issued by a Government agency.

Yes Go to page 10.

No A guarantor must complete this page with a photo of the father / co-parent attached.

If the father/co-parent has not supplied current photo identification, a guarantor must complete this photo identification declaration.

Please include a recent passport size colour photograph signed on the back by a guarantor

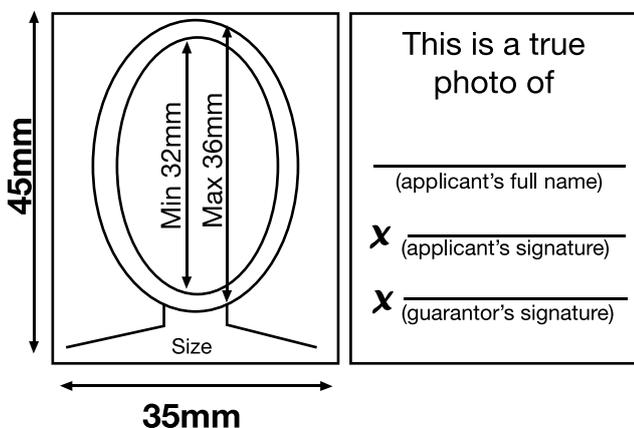
The guarantor MUST:

- not be related by birth or marriage to the person changing their name
- not be a de facto partner of the person changing their name
- not live with the person in the last 12 months
- be 18 years of age or over
- endorse the back of the photograph writing: "this is a true photo of" (the applicant's full name) and signing their own name
- have known the person for at least the last 12 months.

Your photograph MUST:

- Measure 45 mm high and 35 mm wide
- Be signed on the back by the father/co-parent
- Be endorsed on the back by the guarantor with their name and signature.

Please **DO NOT** glue or staple down the photo



Guarantor's details

Surname

Given names

Date of birth

Residential address (PO BOX cannot be accepted)

Daytime telephone number

Email address

How do you know the person in this photo (e.g. friend, colleague)?

How long have you known this person?

Guarantor's declaration

I declare that the information I have provided is true and correct to my knowledge and that I am qualified to be a guarantor for the person changing their name in this application.

I authorise the SA Registry of Births Deaths & Marriages to make enquires with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date signed

Part 11: Declaration of parents named on the child's birth certificate

(or court appointed guardian(s))

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 SA 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 the new name stated at part 4 on all his/her identification documents.
- My child will not seek to use the new name for fraudulent or improper purposes.
- 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 child's application, including the authenticity of supporting documentation.

Mother

(or court appointed guardian)

Family name of mother

Given names

Date of birth

Current residential address

Phone

Email

Signature

X

Date Signed

Name of qualified person (see page 1)

Signature of qualified person

Address of qualified person

Qualification

Date

Father/co-parent

(or court appointed guardian)

Family name of father/co-parent

Given names

Date of birth

Current residential address

Phone

Email

Signature

X

Date Signed

Name of qualified person (see page 1)

Signature of qualified person

Address of qualified person

Qualification

Date

Checklist

Make sure you have everything right!

SA Born ONLY

I have completed the following:

- Part 1 - Screening questions.
 - Part 2 - Child and parents' details.
 - Part 3 - Current name your child is using.
 - Part 4 - Your child's new name.
 - Part 5 - Former name(s).
 - Part 6 - Why you are changing your child's name.
 - Part 7 - Do you want your child's new name recorded on their birth certificate?
 - Part 8 - Child's consent and interview with a qualified person.
 - Part 9 - Photo guarantor of mother (if you cannot provide photo identification).
 - Part 10 - Photo guarantor of father/co-parent (if you cannot provide photo identification).
 - Part 11 - Parents' Declaration, signed and witnessed by a qualified person.
- Completed Payment Details on page 12.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person
- All required supporting documents
- Including documents providing evidence of former name(s) listed in Part 5
- Original SA birth and/or change of name certificate(s) with my application

Overseas Born ONLY (Permanent residents)

I have completed the following:

- Part 1 - Screening questions.
 - Part 2 - Child and parents' details.
 - Part 3 - Current name your child is using.
 - Part 4 - Your child's new name.
 - Part 5 - Former name(s).
 - Part 6 - Why you are changing your child's name. You will receive a change of name certificate only.
 - Part 8 - Child's consent and interview with a qualified person.
 - Part 9 - Photo guarantor of mother (if you cannot provide photo identification).
 - Part 10 - Photo guarantor of father/co-parent (if you cannot provide photo identification).
 - Part 11 - Parents' Declaration, signed and witnessed by a qualified person.
- Completed Payment Details on page 12.

I have also provided the following:

- Certified identification, if applying by post or original identification if applying in person
- All required supporting documents
- Including documents providing evidence of former name(s) listed in Part 5
- My proof of residency in SA by including documents to cover the last twelve months
- Any previous original SA change of name certificates

