

# Application to register a change of name for an adult

*Births Deaths and Marriages Registration Act 1996 (BDMR Act)*

## General information

### Eligibility

To apply to change your name in SA you must be:

- 18 years of age or older
- 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 you were born in Australia but not SA you must apply to the Registry in the State or Territory of your birth.

### Multiple name changes

You may change your name once in a 12 month period and 3 times in your lifetime (exceptions may apply).

### Change of name by marriage

A person, either male or female, 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.

### 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 Registry of Births Deaths & Marriages;
- be honest and accurate on your application;
- explain why you want to change your 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 your previous change of names and/or previous names that you have used.

### If you are a restricted person or registrable offender

If you are restricted person or registrable offender, you must seek permission to change your name from the relevant authority.

*See page 2*

### Permission for a police check

We request your permission to apply for a National Police Check with the South Australia Police. There is no cost for this check. If you choose not to consent, we may ask you to provide a recent National Police Certificate. This will be at your own cost.

*See page 8*

### Registry approved witnesses (qualified persons)

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:

- you are ineligible, or
- you have changed your name 3 times or more in SA or another State, or



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

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

### 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.

### Attach required identification

You must establish proof of your current 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 & 4*

- providing photo identification. If you are unable to provide official photo identification, you must attach a passport size photograph that has been witnessed and signed by a guarantor.

*See page 9*

- providing evidence of any previous legal name change (e.g. marriage certificate, deed poll)

*See page 7*

### Use our checklist

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

*See page 12*

- 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 & 4*

*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](http://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](mailto:registrations.bdm@sa.gov.au)

**Phone: 131 882**

**[www.cbs.sa.gov.au](http://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](http://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](http://www.legislation.sa.gov.au)**

## Are you 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 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 and residence

You 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).
- 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 SA birth certificate or change of name certificate.

Born in SA

Born overseas

*go to page 4*

\* Please tick one

### Born in SA

#### List 1: Proof you were born in SA

SA Birth certificate (original)

**If applicable, you must return all original SA birth certificates and SA change of name certificates.**

#### List 2: Link between photo and signature

- Australian passport
- Australian driver licence
- Australian firearm licence
- Photo card issued by an Australian government agency

*If you can't provide photo ID see page 9.*

#### List 3: Evidence of name usage within 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 4: 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.*

**List 1: Proof of your right to permanently reside in Australia**

- Australian Citizenship Certificate
- Australian visa supported by overseas passport
- VISA status from the Department of Immigration and Border Protection
- ImmiCard

**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 9.*

**List 3: 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 4: Proof you have been residing in SA for at least the last 12 months before applying**

- For acceptable documents see page 5

**For people who are not born in SA**

One identification document must show your place of birth. If you cannot provide this on one of the above listed documents, you can provide:

- Overseas passport (current or expired)
- Overseas birth certificate

*Please note: failure to provide a translated birth certificate will result in your certificate showing your name as 'unknown' at birth.*

## Overseas Born Only

### Proof of residency in SA

You must provide proof of residency in SA for twelve consecutive months before the date of this application. The most current document must be less than three months old.

### How to prove 12 months residency in SA

You need provide **four** documents covering the past 12 months from the list below. **Note:** Documents must show your residential address not PO BOX or agent's address e.g. Tax agent or Business. **Please note that Bank statements are not accepted.**

## Examples of documents

These may include, and are not limited to the following types of documents.

### Do you own your home?

- Rates notices\*
- Water rates\*
- Utility bills\*
- Land valuation certificate
- Home insurance paper\*

\* Please include proof of payment

### Do you work?

- ATO Notice of Assessment

### Do you own a vehicle?

- Insurance papers
- Registration papers\*
- Infringement notice\*

\* Please include proof of payment

### Or, do you rent your home?

- Agent lease agreement with rental history ledger
- Bond lodgement notice
- Content insurance papers\*
- Utility bills \*
- Housing SA rental ledger

\* Please include proof of payment

### Or, are you currently unemployed?

- Centrelink payment advice
- Centrelink ledger, with address history
- School reports
- University/TAFE transcripts

### What other documents do you have?

- Other government letters
- Electoral enrolment confirmation
- Superannuation documents
- Private health insurance statements

\* Please include proof of payment

## Need help?

If you have been a resident for 12 months but do not have all your documents, please contact us for assistance. Phone 131 882

# 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 person changing their name. Initial all corrections. Do not use white out.**

## Part 1: Screening Questions

### 1. Are you 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 were you born?

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

### 3. Have you been a resident of SA for the last 12 months before the date of this application?

- Yes Go to question 4
- No Contact us: 131 882

### 4. Have you already changed your name three times in any Registry within Australia?

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

### 5. Have you changed your name within the last 12 months before the date of this application?

- Yes Contact us: 131 882
- No Go to PART 2

## Part 2: Your details

Your Family name at birth

Your Given names at birth

Date of birth

Sex

Male  Female

Place of birth: City/State

Place of birth: Country

### Your parents' details as recorded on your birth certificate

Mother's family name

Mother's family name at their birth (maiden)

Mother's given names

Father or Co-parent's family name

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

Father or Co-Parent's given names

## Details of your change of name

### Part 3: Name before change

Current Family name

Current Given name(s)

### Part 4: Your new name

New Family name(s)

New Given name(s)

### Part 5: Former name(s)

Have you previously changed your 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 you changed your name:

- List all previous names used;
- provide certified documents showing these names;
- provide certified copies of change of name certificates from other states/territories or overseas;
- this also includes a change of name by 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 (including any change of name through marriage)

Family name	Given name(s)	Date changed	Where changed

Certified copies of marriage certificates provided

Yes



# Photo Identification

## Part 9: Have you supplied a photo identity document listed on page 3 and 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 your photo

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

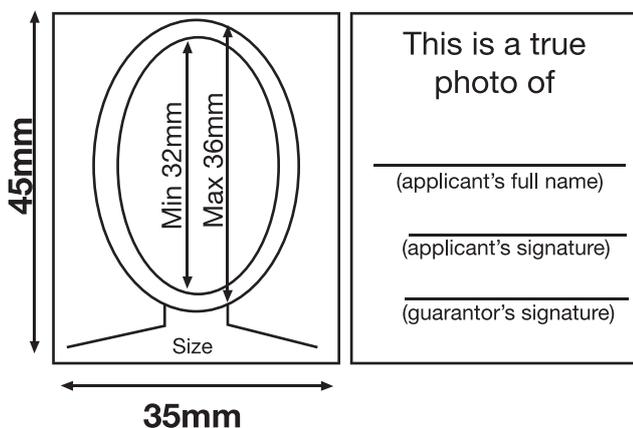
### The guarantor MUST:

- 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 45mm high and 35mm wide
- be signed on the back by you
- 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

# Your declaration

## Part 10: Declaration

### 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 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.
- I will use my new name stated at PART 4 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 '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 1996*.

Your current Surname

Your current Given names

Current residential address

Suburb/Town/City

Postcode

Country

Daytime contact number

Email address

Signature

Date

Name of qualified person (see page 1)

Signature of qualified person

Address of qualified person

Qualification

Date

Before signing your declaration refer to checklist – Page 12



# Checklist

Make sure you have everything right!

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## SA Born ONLY

### I have completed the following:

- Part 1 - Screening questions.
- Part 2 - You and your parents' details.
- Part 3 - Current name you are using.
- Part 4 - Your new name.
- Part 5 - Former name(s).
- Part 6 - Why you are changing your name.
- Part 7 - Do you want your new name recorded on your birth certificate?
- Part 8 - Can we apply for a National Police check for you with the South Australia Police?
- Part 9 - Photo guarantor (if you cannot provide a photo identification).
- Part 10 - Signature of person changing their name, witnessed by a qualified person (see page 1).
- Completed Payment Details on page 11.

### 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 - You and your parents' details.
- Part 3 - Current name you are using.
- Part 4 - Your new name.
- Part 5 - Former name(s).
- Part 6 - Why you are changing your name. You will receive a change of name certificate only.
- Part 8 - Can we apply for a National Police check for you with the South Australia Police?
- Part 9 - Photo Guarantor (if you cannot provide a photo identification).
- Part 10 - Signature of person changing their name, witnessed by a qualified person (see page 1).
- Completed Payment Details on page 11.

### 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 at least 4 documents to cover the last twelve months.
- Any previous original SA change of name certificates.