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 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 3

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 11

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

Government of South Australia
Attorney-General’s Department

CBS_0021_Sep 19
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 4 & 5
• 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 12
• providing evidence of any previous legal name change (e.g. marriage certificate, deed poll).
See page 9

Use our checklist
• incomplete applications will cause delays. Before lodging your application, please make sure you have everything right.
See page 16
• you must return original SA certificates.

Options to lodge

In person
By appointment
A client services officer can check your application at the CBS customer service centre. To guarantee that an officer will be available, it’s a good idea to make an appointment first. Appointments can be made on Tuesday, Thursday or Friday.

Please visit cbs.sa.gov.au to book an appointment.

Without an appointment
Visit the CBS customer service centre on Monday or Wednesday between 9:00am and 12:00pm or 2:00pm and 3:00pm. The CBS customer service centre is located at ground floor, 91 Grenfell Street, Adelaide.

If you lodge your application without an appointment, there is no guarantee that an officer will be available to check your application.

Drop off
Lodge your application with the concierge at the CBS customer service centre. The concierge is not able to check your application so please ensure it is complete before lodging it.
By post
Births Deaths & Marriages
GPO Box 1351, ADELAIDE SA 5001
Enclose certified copies of your identity documents and return any original (not a photocopy) SA birth certificates or SA change of name certificates (if applicable).

Contacting us
- NRS: 1300 555 727 (speech/hearing impaired)
- TIS: 131 450 (Translating/interpreting service)
- Email: bdm.registrations@agd.sa.gov.au
Phone: 131 882
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:
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:
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.

Identity and residence

You must provide one different form of identity from each list e.g. if you provide an Australian driver’s licence for list 2, you cannot also provide an Australian driver’s licence for list 4.

All identification documents 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 5)

*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 (not a photocopy) 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 11.

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 Visa Entitlement Verification Online (VEVO) and the National Document Verification Service (DVS).

Documents issued by this office may also be verified by other organisations using DVS.
Born overseas AND residing in SA for at least the last 12 months

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 Home Affairs
- 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 11.

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 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 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 you have been residing in SA for at least the last 12 months before applying
- For acceptable documents see page 6

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.
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 to 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 (e.g. bank statement or tax invoice showing payment)

**Do you work?**

- ATO Notice of Assessment

**Do you own a vehicle?**

- Insurance papers
- Registration papers*
- Infringement notice*

* Please include proof of payment (e.g. bank statement or tax invoice showing 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 (e.g. bank statement or tax invoice showing 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 (e.g. bank statement or tax invoice showing 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
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 3
   □ 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
   □ No. Parent(s) must sign the form.
### Part 2: Your details

Your Family name at birth

Your Given names at birth

Date of birth

Sex:  
- [ ] Male  
- [ ] Female  
- [ ] Non-binary  
- [ ] Indeterminate/intersex/unspecified

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(s)

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;
- return original (not a photocopy) change of name certificates if you have previously registered a change of name in SA;
- 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)

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<tr>
<th>Family name</th>
<th>Given name(s)</th>
<th>Date changed</th>
<th>Where changed</th>
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Certified copies of marriage certificates provided

☐ Yes
## Reasons for change of name

### Part 6: Why are you changing your name?

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

Write a brief statement explaining the reason for changing your 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 (e.g. your marriage certificate if you were married overseas).

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### Part 7: SA Born Only

Do you want your new name recorded on your birth certificate?

- **Yes.**
  
  You will receive a birth certificate in your new name with a notation listing all your former name(s).

  You will not be able to answer ‘no’ for any further change(s) of name.

- **No.**

  You will receive a change of name certificate. A notation appears on any birth certificate and/or change of name certificate issued after your change of name is complete.

  Organisations who use the National Document Verification Service (DVS) may not be able to verify your birth certificate after your change of name is complete. Please check with the organisation requesting your identity documents for their requirements (ie Australian Passport Office). You must return ALL your birth and/or change of name certificate(s) as they will no longer be valid after your change of name is complete.

  The new birth certificate will not show your new name, however, all changes of name made prior to July 1996 will still be shown on the reverse.

  Any future change of name that you answer ‘yes’ to will automatically update your birth certificate with this change of name (and all previous changes of name).
**Criminal records check**

**Part 8: Can we apply for a National Police check for you with South Australia Police?**

You are not required by law to consent, however if you answer NO it may delay your application in certain circumstances.

- **Yes.** There is no cost involved.
- **No.** We may ask you to purchase a National Police Certificate from the South Australia Police. Any certificate issued before the lodgement date of this application will NOT be accepted.

**Photo Identification**

**Part 9: Have you supplied a photo identity document listed on page 4 and 5?**

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

- **Yes.** Go to page 13
- **No.** A guarantor must complete page 12 and include a passport size photograph that has been witnessed and signed by the guarantor

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**

![Photograph size diagram](image-url)
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<th>Guarantor’s details</th>
<th>Guarantor’s declaration</th>
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<tr>
<td>Surname</td>
<td>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.</td>
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<tr>
<td>Given names</td>
<td>I authorise the SA Registry of Births Deaths &amp; Marriages to make enquiries with any organisation or individual to verify the information I have provided on this form.</td>
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<td>Date of birth</td>
<td>Guarantor’s signature</td>
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<td>Residential Address <em>(PO BOX cannot be accepted)</em></td>
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<td>Daytime telephone number</td>
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<td>Email address</td>
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<td>How do you know the person in this photo (e.g. friend, colleague)?</td>
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<tr>
<td>How long have you known this person?</td>
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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.

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<tr>
<th>Your current Surname</th>
<th>Your current Given names</th>
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Current residential address

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<th>Postcode</th>
<th>Country</th>
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Daytime contact number

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Signature

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Name of qualified person (see page 1)

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<th>Signature of qualified person</th>
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Address of qualified person

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<th>Qualification</th>
<th>Date</th>
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</table>
Payment details to register a change of name for an adult

Certificate(s) will be mailed to you if the application was received by post.

PRINT clearly in BLACK or BLUE pen and complete all details.

Priority service is only available in certain circumstances (i.e. urgent travel) and your application must be supported by documentary evidence.

Please select certificate type you wish to receive (payment includes registration and purchase of certificate(s)):

☐ Standard Birth Certificate (SA born only)  ☐ Change of name certificate

Current name details

Family name  Given name(s)

Address  Suburb/Town/City

State/Territory  Postcode  Country

Phone number  Email address

Signature of applicant  Date

Your birth details

Date of birth  Present age  Place of birth (Suburb/Town/City)

Family name  Given name(s)
Payment details (complete this section for all mail applications).

For schedule of fees, visit our website: cbs.sa.gov.au or call 131 882

Total Amount $ 

Please debit

☐ Mastercard  ☐ Visa  ☐ or enclosed cheque*/money order

Cardholder name

Signature of cardholder  Date

X

Card number

Expiry date

CVV
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 15.

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.