



Register a change of name application (adult over 18)

Births Deaths and Marriages

Level 2
Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1351
Adelaide SA 5001
DX 225

Tel 08 8204 9599

www.ocba.sa.gov.au

To change your name you must complete this form, pay the appropriate fee and provide documentation to support your application. This form can only be used if your birth is registered in South Australia or you have been a resident here for more than three (3) months. Only one change of name is allowed in any twelve month period.

You must provide evidence of:

• Your birth

If born in South Australia, you must surrender your **original** birth certificate (not a photocopy).

If born interstate, you must provide a full birth certificate.

If born overseas, you must provide:

- an Australian passport, **or**
- a birth certificate (translated into English if it was not originally in English) **and** an Australian Citizenship certificate or current visa, **or**
- an overseas passport and current visa.

• Your identity

Two current documents of identification from the following list with **at least one** showing your signature and current address (**please ensure both sides of the identification cards are photocopied**).

- Australian driver's licence (**must show current address**)
- Social security benefits entitlement card
- Current credit card
- Defence force or police service photo ID card
- Medicare card
- Student identity card
- Proof of age card.

• Three months residence in South Australia (if born interstate or overseas)

Documentary evidence of having resided in South Australia for more than three months.

- bank statements showing your name, address and transaction history for the last three months; or
- rate notices for the past year in applicant's name and showing address and proof of payment.

Further proof of residency is at the discretion of this office.

• Previous change(s) of name

If change of name officially registered, you must provide your change of name certificates or deed poll declaration. If name changed following marriage, you must provide your marriage certificate. If name assumed without being legally changed, you may be required to provide a statutory declaration.

Important

If attending in person, you must provide **original** documents with your application. Please note that applications may not be accepted after 4.30pm.

If posting your application, photocopied documents may be accepted if **signed and certified** by a Justice of the Peace, Solicitor or Police Officer (**please ensure both sides of the identification cards are photocopied**). However if born in South Australia, you must surrender your original birth certificate.

Please note: incomplete applications will not be accepted.

Privacy/Disclosure Statement

The information required on this form and from the supporting documents you produce (proof of identity and residence) is used to determine your application to change your name.

Collection of this information is authorised under the *Births, Deaths and Marriage Registration Act 1996*. Your identification and residential status may be verified by checks with agencies issuing your documents. If you do not provide all required information, or give false or incomplete information, your application may be rejected.

The Births, Deaths and Marriages Registration Office may provide information to other agencies to assist in prevention of crime and in particular the reduction of identity fraud.

If your application is successful, the information will be recorded on the Change of Name Register. Subject to privacy constraints, the information may be used for statistical, medical research or community planning purposes, for law enforcement and other purposes required by law, and may be made available to appropriate government agencies for such purposes.

The Change of Name Register is not available to the public and access is provided only to those persons or bodies who meet the requirements of the Act or the Access Policy issued under the Act. A copy of the Access Policy may be obtained from the Births, Deaths and Marriages Registration Office.

False Representation

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

Section 51 - 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. Penalties apply.

Refusal to register

Your application may be refused if the name you have chosen is considered to be contrary to public interest, obscene, offensive or if it cannot practicably be established (i.e. it is too long or includes symbols without phonetic significance). The application fee will be refunded in this case.

The Registrar may not register a change of name unless satisfied:

- of the identity and age of the person whose name is to be changed; and
- that the change of name is not sought for a fraudulent or other improper purpose.

Payment Details

In person (cash/eftpos, cheque or credit card)
Births, Deaths and Marriages Registration Office
Level 2, Chesser House, 91-97 Grenfell Street, Adelaide

By post (cheque/money order or credit card)
Births, Deaths and Marriages Registration Office
GPO Box 1351, Adelaide SA 5001

Complete only if posting your application

I enclose a cheque/money order, payable to Births, Deaths and Marriages Registration Office, for

\$

OR

Please debit my

Mastercard

Visa

Card Number

Expiry date

Name of cardholder

Amount

\$

Signature of cardholder

Date

Collect BCER B/C Ref: _____
 Post CCER C/N Ref: _____

A - Your details

Name before change

Surname

Given name(s)

Name after change

Surname

Given name(s)

Details at birth or on adoption

Surname

Given name(s)

Male Female

Date of birth

 / /

Place of birth

Details of marriage(s)

Date

 / /

Place

Full name of spouse

 / /

 / /

Previous change(s) of name (do not include changes of surname by marriage)

Date

 / /

Place

Name changed to

 / /

 / /

 / /

Reason for changing your name ('personal reasons' is not acceptable)

B - Noting name on birth certificate (if born in Australia only)

Do you wish the change of name to be noted on your birth certificate?

Yes

Married women changing their given name(s) only should complete section A in their maiden name. Failure to do so will result in the birth certificate being issued in a married surname.

If born in South Australia and you answer **yes**:

- your birth certificate will not be returned to you. You will be issued with a new birth certificate showing your new name and the words 'Please refer to amendments overleaf' will appear at the bottom.
- details of this change of name and all previous changes of name will appear on the reverse side of your new birth certificate (even if you have previously answered 'no' to this question)
- you will not be able to answer 'no' for any further change(s) of name.

If born interstate and you answer **yes**:

- you will be issued with a change of name certificate.
- details of the change of name will be sent to the relevant Registrar of Births for the new name to be recorded on your birth registration.

No

If born in South Australia and you answer **no**:

- your birth certificate will not be returned to you. You will be issued with a change of name certificate and a new birth certificate endorsed with 'This record has been superseded as a result of a change of name; it shows the names given at birth or on adoption'. 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).
- to prove your identity (i.e. for a passport) you will need to provide your birth certificate and a change of name certificate for each change of name since 1 July 1996.

If born interstate and you answer **no**:

- you will be issued with a change of name certificate.
- the relevant Registrar of Births will be advised of your change of name even if it is not to be recorded on your birth registration.

C - Declaration

I (current name)

of (current residential address)

Postcode

Home telephone

Mobile telephone

hereby apply to change my name to (new name in full)

and I solemnly and sincerely declare that the statements made in this application are true and correct. I understand that this application will remain the property of the State of South Australia and that some or all of the information provided on this form may be disclosed to and/or verified with Commonwealth agencies responsible for immigration, passports and citizenship, with State Registrars responsible for births and electoral registration, with driver licensing authorities, credit authorities and law enforcement agencies.

Declared at (suburb/town)

State

Date

Signature of applicant (in current name)

Signature of qualified person

Name of qualified person (JP, Solicitor, BDM officer or Police Officer)

Telephone

Address of qualified person

Postcode

Qualification (e.g. JP)