



Register a change of name application (child under 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 a child's 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. Parental consent is required (see information over page) and only one change of name is allowed in any twelve month period.

You must provide evidence of:

- **The child's birth**

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

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

If born overseas, you must provide:

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

Additional documents showing parentage may also be required.

- **The identity of each parent/guardian completing the form**

Two current documents of identification from the following list with **at least one** showing your signature and current address.

- Australian driver's licence
- 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 child born interstate or overseas)*

Documentary evidence of having resided in South Australia for more than three months (e.g. bank statements showing your name, address and transaction history for the last three months).

- **Previous change(s) of name**

If change of name officially registered, you must provide your change of name certificate or deed poll declaration.

If name changed following court proceedings, you must provide the court order granting the change of name.

If name assumed without being legally changed, a statutory declaration by the parent(s) / guardian(s) may be required.

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).

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 Marriages 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. Further, if you knowingly make false or misleading representation on the application form, you may be guilty of an offence under section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

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.

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.

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

Bankcard

Mastercard

Visa

Card Number

Expiry date

Name of cardholder

Amount

\$

Signature of cardholder

Date

Parental Consent

If both parents are stated on the child's birth certificate, both parents must sign the form indicating their consent to the proposed change of name. If the father's name is not stated, the mother may complete the form.

If one parent is deceased, consent of the surviving parent is required. The deceased parent's death certificate must be provided with the application form.

If either parent cannot be found or refuses to consent to the change, you will have to seek a court order (fee payable) from the Magistrates Court (telephone 8204 2444) and include it with your application. You may need to make arrangements for the child to appear in court to give their consent to the proposed change. Please note: a Family Court order may not be sufficient to change the child's name without the agreement from the other parent.

If you are the child's guardian, please contact Births, Deaths and Marriages for further information.

Collect BCER

B/C Ref: _____

 Post CCER

C/N Ref: _____

A - Child's 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)

Date of birth

Male Female / /

Place of birth

Previous change(s) of name

Date

 / / / /

Place

Name changed to

Contact details

Person to contact in relation to form (mother, father, guardian)

Telephone

B - 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 (e.g. staff member at the Births, Deaths and Marriages Registration Office, Justice of the Peace, Solicitor or Police Officer) 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

Postcode

Signature

Qualification (e.g. solicitor)

Date

 / /

Noting name on birth certificate

If you answer **Yes** and...

the child was born in South Australia:

- The child's birth certificate will not be returned to you. You will be issued with a new birth certificate for the child showing their 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 the child's new birth certificate (even if you have previously answered 'no' to this question).
- You (or the child) will not be able to answer 'no' for any future changes of name.

the child was born interstate:

- You will be issued with a change of name certificate for the child.
- Details of the change of name will be sent to the relevant Registrar of Births for the new name to be recorded on their birth registration.

If you answer **No** and...

the child was born in South Australia:

- The child's birth certificate will not be returned to you. You will be issued with a change of name certificate and a new birth certificate for the child endorsed with 'This birth 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 the child's new name, however, all changes of name made prior to 1 July 1996 will still be shown on the reverse.
- Any future change of the child's name that you answer 'yes' to will automatically update the child's birth certificate with this change of name (and all previous changes of the child's name).
- To prove your child's identity (i.e. for a passport) you will need to provide their birth certificate and a change of name certificate for each change of name from 1 July 1996.

the child was born interstate:

- You will be issued with a change of name certificate for the child.
- The relevant Registrar of Births will be advised of the change of name even if they do not record it on the child's birth registration.

C - Mother/guardian consent

I (full name)

Telephone

of (current residential address)

Postcode

declare that I am the registered mother/guardian of (child's current name in full)

and hereby apply to change the said child's name to (child's 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.

Do you wish the change of name to be noted on the child's birth certificate (if born in Australia)?

 No Yes

*A request to note the change of name is not effective unless the other parent signing this application agrees. See **Noting name on birth certificate** to assist you in making a decision.*

Declared at (suburb/town)

State

Date

 /

Signature of mother/guardian

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)

D - Father/guardian consent

I (full name)

Telephone

of (current residential address)

Postcode

declare that I am the registered father/guardian of (child's current name in full)

and hereby apply to change the said child's name to (child's 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.

Do you wish the change of name to be noted on the child's birth certificate (if born in Australia)?

 No Yes

*A request to note the change of name is not effective unless the other parent signing this application agrees. See **Noting name on birth certificate** to assist you in making a decision.*

Declared at (suburb/town)

State

Date

 /

Signature of father/guardian

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)