

# Adult change of name: Birth registered in the Northern Territory

Pursuant to s23 of the *Births, Deaths and Marriages Registration Act 1996*.

## Instructions

1. Complete all pages applicable and sign the form in front of a witness over the age of 18 years. If you do not sign the change of name application in front of a witness then it will not be registered. Original application forms must be lodged at a Births, Deaths and Marriages (BDM) counter or posted in. Please **do not** fax or email in application forms.
2. A detailed reason for the change of name must be provided. Statements like 'Personal', 'I want to', 'religion' or similar are **not** acceptable reasons for applying to register a change of name. You should also attach relevant documentation that may support your reason.
3. Evidence of identification is to be sighted prior to a change of name being processed. See page three (3) for full identification requirements.
4. Any previously issued NT Birth Certificates **are to be returned** for sighting/cancellation. If the certificate(s) cannot be located, the attached statutory declaration **must** be completed and presented with the application form.
5. 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 important that all of your identity documents are accurate and reflect your correct identity information. Documents provided as proof of identity may have their authenticity verified through the National Document Verification Service (DVS). Documents issued by BDM may also be verified by other organisations using DVS.
6. Your application may be refused if:
  - a. you are ineligible
  - b. the Registrar determines that you are seeking to change your name for a fraudulent or improper purpose
  - c. you have changed your name within the last 12 months in the NT or another Australian State or Territory or
  - d. 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 made for a fraudulent or improper use.

For lodgement, registration or collection of documents, or if you have any questions regarding your application, please contact one of the following offices during business hours:

<b>Darwin</b> Phone: 08 8999 6119 Fax: 08 8999 6324 Office of Births, Deaths and Marriages Nichols Place, Cnr of Cavenagh and Bennett Sts, Darwin NT 0800 GPO Box 3021, Darwin NT 0801	<b>Palmerston</b> <b>*Friday only 8:00am to 12 noon</b> Palmerston Community Care Centre Palmerston Health Precinct Gurd Street, Farrar NT 0830	<b>Alice Springs</b> Phone: 08 8951 5338 Office of Births, Deaths and Marriages Ground Floor Centrepoint Building Cnr Hartley Street and Gregory Terrace, Alice Springs NT 0870 PO Box 8043, Alice Springs NT 0871
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## Important information

- Applications received for a change of name in the NT may be subject to a **National Police Check** with NT Police. We require your permission to perform this check. **By signing this form you are providing your consent.** If you choose not to give us permission then we may ask you to provide a recent National Police Check at your own cost and this may delay your application. Applicants must also complete the **Self-Disclosure of Offender Reporting and Criminal History** section on page seven (7).
- Persons may have their NT Birth Certificate noted with the new name. If you have registered a change of name with any Registry in Australia within a period of **twelve (12) months**, any further applications for a change of name at any Registry in Australia within that twelve (12) month period will be refused, except with the consent of the Registrar upon consideration of the applicant's reasons for the change.
- All applicants **must** provide details of any previous name changes on page five (5).
- Please refer to the website [nt.gov.au/law/bdm](http://nt.gov.au/law/bdm) for the current fees.

### Checklist for adult change of name – Birth registered in NT

Before you lodge the application for a change of name, please ensure you have provided all of the required documentation listed below.

Tick the appropriate box to indicate what documents you are lodging.

**If your birth is registered in the Northern Territory you must provide:**

Completed application form that is signed and witnessed by a person over 18 years.	
Current identification	
Birth certificate and any previous change of name certificates <b>or</b> completed statutory declaration if certificate/s are lost.	
Marriage certificate if changing name due to marriage (if available).	
Payment	

**Please Note:** if you fail to meet the above requirements, your change of name may not be accepted.

### Office use only<sup>^</sup>

Requirement	Yes	No	Notes
Completed Application			
Birth Certificate			
Previous CON			
Marriage Certificate			
ID			
Payment			

Identification requirements				
<p>You must provide a <b>minimum</b> of three (3) types of acceptable identification from the lists below. Identification must include at least one (1) type of photo ID from Category A and at least two (2) types of ID from Category B.</p> <ul style="list-style-type: none"> <li>• If applying in person, you must provide original identification documents.</li> <li>• If applying by post, you must provide certified photocopies of each identity document. <b>Do not</b> post original documents unless it is your NT Birth Certificate or previous Change of Name Certificate.</li> </ul>				
Category A – Provide at least one		Category B – Provide at least two		
Passport (Australian or Overseas Issued) Australian Drivers Licence Firearms Licence Tertiary Student ID Card with Photo Australian Evidence of Age Card (18+ Card) Photographic ID issued by Larrakia Nation or Tangentyere Council Police Service ID Defence Force ID NT Ochre Card (Any other Photographic ID deemed by the Registrar to be sufficient)		Australian Birth Certificate Australian Citizenship Certificate Immi Card Centrelink Health Care Card Centrelink Pension/Concession Card Government Employee ID Overseas Birth Certificate with Translation Medicare Card Credit Card/Debit Card or Passbook Phone Bill/Electricity Bill Bank Statement Change of Name Certificate or Deed Poll Tax Assessment Notice ID Letter from an Aboriginal Community Student Letter of Enrolment NT Security ID (Any other evidence deemed by the Registrar to be sufficient)		
Office use only <sup>^</sup>				
Item	Identification type	Category	ID number	Where issued
1				
2				
3				
4				
5				
6				

Applicant details	
<p><b>Please note:</b> complete all sections below and print clearly in <b>BLOCK LETTERS</b>. Whiteout is <b>not</b> to be used on this form so please ensure that any corrections made are crossed out and initialled.</p>	
<b>Full name of applicant:</b> (before change)	<b>Postal address:</b>
<b>New name of applicant:</b> (after change)	<b>Contact phone numbers</b>
	<b>Home/work:</b>
	<b>Mobile:</b>
<b>Reason for name change</b> (see Note 2 on Instruction sheet)	
Please attach copies of any documents which may support the reason for your application.	
<b>Certificate to be collected from:</b> Darwin <input type="checkbox"/> Palmerston (Friday mornings only) <input type="checkbox"/> Alice Springs <input type="checkbox"/>	
<b>Certificate to be:</b> Posted <input type="checkbox"/> Laminated <input type="checkbox"/>	
Please refer to the website <a href="http://nt.gov.au/law/bdm">nt.gov.au/law/bdm</a> for the current fees.	
Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque/Money order <input type="checkbox"/> American Express/Bank card <b>not accepted</b>	
<b>Card number:</b> _____	
<b>Expiry date</b> ____ / ____ <b>CCV</b> _____	
<b>Card holder name in full</b> (please print) _____	
<b>Signature</b> _____ <b>Amount: \$</b> _____	
(Card number details are deleted after the application is processed)	
Office use only <sup>^</sup>	
<b>Con reg no:</b>	<b>BCER reg no:</b>
<b>App no:</b>	

Adult change of name: Birth registered in the Northern Territory

<p><b>Please note:</b> complete all sections below and print clearly in <b>BLOCK LETTERS</b>. Whiteout is <b>not</b> to be used on this form so please ensure that any corrections made are crossed out and initialled.</p>	
<p><b>Have you changed your name within the last twelve (12) months?</b></p>	<p>Yes / No</p>
<p>If you answer yes, your application will be refused unless you provide reasonable reasons why another change of name is required. Please provide this explanation in an attachment to this application. If you have been known by and/or legally using any other name, please specify below:</p>	
<p><b>Previous surname</b></p>	
<p><b>Previous given name/s</b></p>	
<p><b>Country/state name change registered</b></p>	
<p><b>Registration no. and date (if known)</b></p>	
<p><b>Previous surname</b></p>	
<p><b>Previous given name/s</b></p>	
<p><b>Country/state name change registered</b></p>	
<p><b>Registration no. and date (if known)</b></p>	
<p><b>Previous surname</b></p>	
<p><b>Previous given name/s</b></p>	
<p><b>Country/state name change registered</b></p>	
<p><b>Registration no. and date (if known)</b></p>	

Change of name details								
<b>Please note:</b> complete all sections below and print clearly in <b>BLOCK LETTERS</b> . Whiteout is <b>not</b> to be used on this form so please ensure that any corrections made are crossed out and initialled.								
Previous surname								
Previous given name/s								
New surname								
New given name/s								
Surname at birth								
Given name/s at birth								
Date of birth								
Sex / Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Non-Binary	<input type="checkbox"/>	Unspecified	<input type="checkbox"/>
Full place of birth								
Full name of parents as recorded on your birth certificate								
Surname of parent 1								
Given names of parent 1								
Surname of parent 2								
Given names of parent 2								
Your current residential address								
How long have you been residing at your current address?								
Previous residential address								
How long have you been residing at your previous address?								
Do you want your Northern Territory birth certificate noted with the new name?								Yes / No
Privacy statement								
<p>The Office of Births, Deaths and Marriages is collecting the information on a change of name form so that it can determine your eligibility to register the requested change of name and to prevent fraud. If the information requested is not completed then the change of name may not be registered. The collection of the information is required by the Northern Territory <i>Births, Deaths and Marriages Registration Act 1996</i>.</p> <p>The information is recorded and preserved in the Register of Changes of Name and in appropriate cases, may be accessed by government agencies, private organisations and members of the public in accordance with the Access Policy issued under the Act. The information held may also be used for statistical purposes and by law enforcement agencies, as well as other uses provided by the law. Such access for approved purposes may be granted to other Registries and certain government and authorised non-government agencies. Failure to provide the information may result in incomplete registration entries and the non-issue of certificates. Your personal information provided on this form can be accessed by you on request. If you have any queries, please contact the Deputy Registrar on 08 8999 6119</p>								

Disclosure of offender reporting and criminal history			
<b>Child Protection Offender Reporting</b>			
Do you have any registration and reporting obligations under the NT <i>Child Protection (Offender Reporting and Registration) Act 2004</i> or a corresponding Act from another jurisdiction?			Yes / No
If yes, you must comply with the relevant reporting requirements e.g section 19 (1C) of the <i>Child Protection (Offender Reporting and Registration) Act 2004</i> where you have to provide the Commissioner of Police with a copy of your new birth certificate issued in relation to the change of name and any other documents relating to the change of name.			
<b>Serious Sex Offenders Act 2013 requirements</b>			
Section 108(1) of the <i>Serious Sex Offenders Act 2013</i> provides a person subject to that Act (ie. a supervisee or detainee) commits an offence if an application is made to change their name without the written permission from the Commissioner of Correctional Services.			
If you are a person subject to the <i>Serious Sex Offenders Act 2013</i> you must provide a letter from the Commissioner of Correctional Services granting permission for your proposed change of name together with this application.			
Please note the Commissioner of Correctional Services may direct BDM to:			
a) refuse to register the change of name; or			
b) if the change of name has been registered – to reverse the change.			
<b>Criminal history</b>			
Have you been convicted of an offence that is punishable by imprisonment for twelve (12) months or more?			
An offence that is punishable by imprisonment for twelve (12) months or more does not mean that you were sentenced to a term of twelve (12) months or more. It does however relate to the maximum penalty you could have received for that offence.			
Please select one of the two statements listed below:			
I have not been convicted of any offence that is punishable by imprisonment for twelve (12) months or more; or			<input type="checkbox"/>
I have been convicted of an offence(s) that is punishable by imprisonment for twelve (12) months or more. Details of the offence(s) is (are) listed below:			<input type="checkbox"/>
Date	Type of Offence	Outcome of Conviction	Jurisdiction (state/country)

**Your declaration**

I, \_\_\_\_\_ solemnly and sincerely declare that:

- I understand that the BDM may confirm or verify the validity and authenticity of any document provided with this application in order to establish identity
- If my application is approved and registered to change my old name to the new name, I will at all times in all records, deeds and instruments, in all actions, suits and proceedings, in all dealings and transactions and upon all occasions, use and sign the new name and authorise and request all persons to designate and address me by the new name
- I will not seek to use my new name as stated in this application form for a fraudulent or improper purpose
- I have disclosed all information relating to any convictions for offences that are punishable by imprisonment for twelve (12) months or more
- I understand that it is a punishable offence to give false or misleading information in this application or supporting documents
- I have read and understood all the instructions in this document including 'Privacy Statement' and 'Disclosure of Offender Reporting and Criminal History' and
- By signing this application, I am allowing BDM at its discretion to conduct checks with appropriate agencies to verify information in my application, including the authenticity of supporting documentation.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular. I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010*, conscientiously believing the statements contained in this declaration to be true.

I also acknowledge that persons who wilfully make a false statement in any material particular are guilty of a crime and liable to imprisonment for 3 years (section 119 of the *Criminal Code Act 1983*).

Furthermore, a person who does anything to a Statutory Declaration that result in it becoming false or misleading, is liable to a penalty of a fine or imprisonment, or both (section 27 *Oaths, Affidavits and Declarations Act 2010* - Maximum penalty: 400 penalty units or imprisonment for 4 years).

Declared at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20

**Signature of applicant**

**Signature of witness**

**Full name of witness**

**Witness address or phone number**

**Note:**

This declaration may be witnessed by any person who is at least 18 (eighteen) years of age. This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*. Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

**Office use only**

**Memorandum**

The within Change of Name numbered \_\_\_\_\_ was registered at Darwin, Northern Territory

The \_\_\_\_\_ day of \_\_\_\_\_ 20

/ /20

Deputy Registrar of Births, Deaths and Marriages



# Northern Territory of Australia

## Statutory Declaration

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(1) Insert full name and address of person making the declaration

I, (1)

solemnly and sincerely declare (2)

(2) Insert the matter declared to either directly following the word 'declare', or if the matter is lengthy, insert the words 'as follows:' and continue with numbered paragraphs

That I have previously received a birth certificate.

That I am unable to produce this birth certificate for the following reasons:

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That I will return any birth certificate(s) received prior to this change of name for cancellation if located in the future.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

(3) Signature of the person making the declaration

Declared at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(3)

(4) Signature of the person before whom the declaration is made

Witnessed by:

.....

(4)

(5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped

.....

(5)

.....

(6)

(6) Here insert contact address or telephone number of person before whom the declaration is made

.....

.....

### Note:

This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.

This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.

Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.