

Adult change of name: Birth registered overseas/interstate

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:

Darwin 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	Palmerston *Friday only 8:00am to 12 noon Palmerston Community Care Centre Palmerston Health Precinct Gurd Street, Farrar NT 0830	Alice Springs 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 nine (9).
 - 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 seven (7).
 - Persons may have their birth registration noted with the new name if they were born in Australia. When born interstate, the relevant state/territory will be notified but any further documentation and/or fees will need to be negotiated directly with that state or territory by the applicant.
 - Any overseas born applicant whose birth is not registered in the NT or any other Australian jurisdiction must be either an Australian Citizen or hold a Permanent Residency Visa. Applications that do not meet these requirements are subject to the Registrar's discretion in appropriate circumstances.
 - Please refer to the website nt.gov.au/law/bdm for the current fees.
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Checklist for adult change of name – Birth not 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 not registered in the Northern Territory you must provide:

Completed application form that is signed and witnessed by a person over 18 years.	Y / N
Current identification matching the name that is going to be changed. If the name is not the same then you must provide a birth certificate and any previous change of name certificate/s.	Y / N
Twelve (12) consecutive months proof of residency in the Northern Territory.	Y / N
Citizenship Certificate or Permanent Residency Visa.	Y / N
Marriage certificate if changing name due to marriage (if available).	Y / N
Payment.	Y / N

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

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Requirement	Yes	No	Notes
Completed Application			
Citizenship Certificate			
Permanent Residency Visa			
Proof of Residency			
Previous CON			
Marriage Certificate			
ID			
Payment			

Identification requirements

You must provide a **minimum** 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.

- If applying in person, you must provide original identification documents.
- If applying by post, you must provide certified photocopies of each identity document. **Do not** post original documents unless it is your NT Birth Certificate or previous Change of Name Certificate.

Category A – Provide at least one	Category B – Provide at least two
Passport (Australian or Overseas Issued)	Australian Birth Certificate
Australian Drivers Licence	Australian Citizenship Certificate
Firearms Licence	Immi Card
Tertiary Student ID Card with Photo	Centrelink Health Care Card
Australian Evidence of Age Card (18+ Card)	Centrelink Pension/Concession Card
Photographic ID issued by Larrakia Nation or Tangentyere Council	Government Employee ID
Police Service ID	Overseas Birth Certificate with Translation
Defence Force ID	Medicare Card
NT Ochre Card	Credit Card/Debit Card or Passbook
(Any other Photographic ID deemed by the Registrar to be sufficient)	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)

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Item	Identification type	Category	ID number	Where issued
1				
2				
3				
4				
5				
6				

Proof of residency requirements

If your birth was **not** registered in the NT then you must supply evidence of residency for at least twelve (12) consecutive months.

Overseas born applicants must also provide with their application either a Citizenship Certificate or a Permanent Residency Visa.

If applying in person, you must bring **original** documents. If applying by post, you must provide **certified photocopies** of each document. Do not post original documents.

Evidence of residency can include the following:

- Bank Statements covering the required residency period from a current passbook/credit card/ATM or Cheque Account. The statements must include the name of the applicant, residential or postal address and evidence of transactions within the NT.
- Electricity bills covering the required residency period. The electricity bills must include the name of the applicant, addresses and proof of payment.
- A formal Lease or Tenancy Agreement that covers the required residency period. The signed lease or agreement must include the name of the applicant, address and contact details for either a Landlord or Licenced Real Estate agent.
- Official Summaries of Pay from an Employer located in the NT that cover the required residency period. The pay summaries must include the name of the applicant, the name of the employer and/or ABN Number and dates.

Please Note: The Registrar may make enquiries into the validity of the proof of residency documents provided by an applicant if required. By signing this form **you are giving consent** to the Registrar accessing this information.

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Item	Residency document type	Date range	Organisation name
1			
2			
3			
4			
5			
6			

Applicant details

Please note: complete all sections below and print clearly in **BLOCK LETTERS**. Whiteout is **not** to be used on this form so please ensure that any corrections made are crossed out and initialled.

Full name of applicant: (before change)	Postal address:	
New name of applicant: (after change)	Contact phone numbers	
	Home/work:	
	Mobile:	

Reason for name change (see Note 2 on Instruction sheet)

Please attach copies of any documents which may support the reason for your application.

Certificate to be collected from:

Darwin Palmerston (Friday mornings only) Alice Springs

Certificate to be: Posted Laminated

Please refer to the website nt.gov.au/law/bdm for the current fees.

Visa
 MasterCard
 Cheque/Money order
 American Express/Bank card **not accepted**

Card number:

Expiry date
 ____ / ____
 CCV

Card holder name in full (please print) _____

Signature _____ **Amount:** \$ _____

(Card number details are deleted after the application is processed)

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Con reg no:		App no:	
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Please note: complete all sections below and print clearly in BLOCK LETTERS. Whiteout is not to be used on this form so please ensure that any corrections made are crossed out and initialled.	
Have you changed your name within the last twelve (12) months?	Yes / No
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:	
Previous surname	
Previous given name/s	
Country/state name change registered	
Registration no. and date (if known)	
Previous surname	
Previous given name/s	
Country/state name change registered	
Registration no. and date (if known)	
Previous surname	
Previous given name/s	
Country/state name change registered	
Registration no. and date (if known)	

Change of name details									
Please note: complete all sections below and print clearly in BLOCK LETTERS . Whiteout is not 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		Female		Non-Binary		Unspecified		
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?									
If born interstate, do you wish to have your birth registration amended to show 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			
Child Protection Offender Reporting			
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.			
Serious Sex Offenders Act 2013 requirements			
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.			
Criminal history			
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.

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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