

Adult Change of Name

Birth Registered Overseas/Interstate

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

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 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.
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 adult lodging a change of name application whose birth is **not** registered in the NT must provide evidence of residency for at least **twelve (12) consecutive months**. Applications where the period of residency in the NT is less than twelve (12) consecutive months are subject to the Registrar's discretion in appropriate circumstances.

Important Information

- All applications received for a change of name in the NT are subject to a **National Police Check** with NT Police. We require your permission to perform this check and it will be at no extra cost. 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 & Criminal History** section on page seven (7).
- 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** also provide details of any previous name changes on page five (5).
- 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 www.bdm.nt.gov.au for the current fees applicable.

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

<p>DARWIN Phone (08) 8999 6119 Fax (08) 8999 6324</p> <p>Office of Births, Deaths & Marriages Nichols Place Cnr of Cavenagh & Bennett Streets Darwin NT 0800 GPO Box 3021 Darwin NT 0801</p>	<p>PALMERSTON *Friday only 8 am to 12 noon</p> <p>Phone Darwin office on (08) 8999 6119</p> <p>Palmerston Community Care Centre Palmerston Health Precinct Guard Street, Palmerston NT 0830</p>	<p>ALICE SPRINGS Phone (08) 8951 5338</p> <p>Office of Births, Deaths & Marriages Ground Floor Centrepoint Building Cnr Hartley Street & Gregory Terrace Alice Springs NT 0870 PO Box 8043 Alice Springs NT 0871</p>
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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
- 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
- Twelve (12) consecutive months proof of residency in the Northern Territory
- Citizenship Certificate or Permanent Residency Visa
- 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.

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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 a Birth Certificate or previous Change of Name Certificate.

Category A – Provide at least ONE	Category B – Provide at least TWO
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- 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

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.

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Residency Document Type	Date Range	Organisation Name
1		
2		
3		
4		
5		
6		

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.

Applicant Details

Full Name of Applicant (before change)	Postal Address
New Name in Full (after change)	Contact phone No's. Home/Work Mobile
Reason for name change (see Note 3 on Instruction sheet)	
Certificate to be: COLLECTED <input type="checkbox"/> POSTED <input type="checkbox"/> LAMINATED <input type="checkbox"/> Date Collected: / / Signed:	

Have you changed your name within the last twelve (12) months? Yes No

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. & Date (if known)	
Previous Surname	
Previous Given Name/s	
Country/State Name Change Registered	
Registration No. & Date (if known)	
Previous Surname	
Previous Given Name/s	
Country/State Name Change Registered	
Registration No. & Date (if known)	

Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque / Money Order <input type="checkbox"/> American Express / Bank Card NOT ACCEPTED
Card No. _____ Expiry Date ____ / ____ Amount \$ _____
Card Holder Name (print) _____ Signature _____

APP NO:	CON REG 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.

Change of Name Details

Previous Surname	
Previous Given Name(s)	
New Surname	
New Given Name(s)	
Surname at Birth	
Given Name(s) at Birth	
Date of Birth	(Day) (Month) (Year)
Sex	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 did you reside at your previous address?	
If born interstate, do you wish to have your Birth Registration amended to show the new name?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PRIVACY STATEMENT

The Office of Births, Deaths & 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 all 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 Births, Deaths and Marriages Registration Act. 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. 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.

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.

Self-Disclosure of Offender Reporting and Criminal History

Child Protection Offender Reporting

Do you have any registration and reporting obligations under the NT Child Protection (Offender Reporting and Registration) Act or a corresponding Act from another jurisdiction?

Yes No

National Police Check

All applications received for a change of name in the Northern Territory are subject to a **National Police Check** with NT Police. We require your permission to perform this check and it will be at no extra cost. 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.

Do you consent to Births, Deaths and Marriages applying for a National Police Check with NT Police on your behalf?

Yes There is no cost involved.

No We may ask you to provide a current National Police Check from NT Police.

Criminal History

Have you been charged or 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 charged or convicted of any offence that is punishable by imprisonment for twelve (12) months or more.
- Or-
- I have been charged or 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:

Date	Type of Offence/Charge	Outcome of Conviction/Charge	Jurisdiction (state/country)

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.

Your Declaration:

I, _____

Solemnly and sincerely declare that I:

- Understand that the NT Registry of Births, Deaths and Marriages may confirm or verify the validity of any document provided with this application in order to establish identity.
- Change my old name to the new name, and that 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.
- Will not seek to use my new name as stated in this application form for a fraudulent or improper purpose.
- Understand that all applications received for a change of name in the Northern Territory are subject to a National Police Check with NT Police and any other checks with Commonwealth, State or Territory Government agencies.
- Have disclosed all information relating to any charges or convictions for offences that are punishable by imprisonment for twelve (12) months or more.
- Understand that it is a punishable offence to give false or misleading information in this application or supporting documents.

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*, 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*).

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* - 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 NO:

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

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

NOTE: 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_____
Deputy Registrar of Births, Deaths & Marriages / / 20