Child Change of Name by One Parent

Birth Registered in the Northern Territory

Pursuant to s24 of the *Births, Deaths and Marriages Registration Act 1996*

1. A parent or legal guardian must complete all pages 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. One parent may change their child’s name providing they are the sole parent named in the child’s birth registration, the other parent of the child is deceased or the Court approves that one parent may change the name. A legal guardian may change a child’s name providing the parents of the child are deceased, cannot be found or are unable to exercise their parental responsibilities. The Registrar must not register a change of name for a child if he or she has knowledge that some other person has full or partial custody or guardianship.
3. The child’s birth certificate **must** be returned for sighting and/or cancellation. If the certificate is lost or has been destroyed; the Statutory Declaration attached must be completed.
4. 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.
5. Evidence of identificationfor the parent/guardian/other interested parties **is to be sighted** prior to a change of name being processed. See page three (3) for full identification requirements.
6. The parent or legal guardian may have the child’s birth certificate noted with the new name.
7. Court Orders, Death Certificates, proof of guardianship and other documents which may be required to accompany the name change registration must be **originals**. These documents will be returned to you after completion of the registration.

**Important Information**

* If you have registered a change of name for your child with any Registry in Australia within a period of **twelve (12) months**, any further applications for 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 or if your child has 3 changes of name registered whether in the NT or another Australian State or Territory or both after 31 August 2022.
* The child’s consent to the change of name may also be required, unless the child is unable to understand the meaning and implications of the change of name. In the NT, if the child is 14 years of age or more then consent from the child is required.
* The signature and identification of any other person who is required to consent to the use and change of the child’s name must be included with the application.
* The parent or legal guardian must also provide details of any previous name changes for the child.
* Please refer to the website [www.nt.gov.au/law/bdm](http://www.nt.gov.au/law/bdm) for the current fees. For lodgement, registration or collection of documents, or if you have any questions regarding your application, please contact one of the following offices:

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

|  |  |  |
| --- | --- | --- |
| **DARWIN**  Phone **(08) 8999 6119**  Fax **(08) 8999 6324** | **PALMERSTON**  *\*Friday only 8 am to 12 noon*  Phone Darwin office on **(08) 8999 6119** | **ALICE SPRINGS**  Phone **(08) 8951 5338** |
| **Office of Births, Deaths & Marriages**  Nichols Place  Cnr of Cavenagh & Bennett Streets  Darwin NT 0800  GPO Box 3021  Darwin NT 0801 | **Palmerston Community Care Centre**  Palmerston Health Precinct  Gurd Street,  Farrar NT 0830 | **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 |

## Checklist for Child Change of Name – Birth Registered in NT

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

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

**If your child’s 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 of the parent/guardian/other interested parties

□ Birth certificate/s **or** completed statutory declaration if certificate/s are lost

□ Payment

□ Child’s consent (if over 14 years old)

□ Court Order, Death Certificate, proof of legal guardianship (where applicable)

**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 |  |  |  |
| Birth Certificate |  |  |  |
| ID |  |  |  |
| Payment |  |  |  |
| Child’s Consent  (if applicable) |  |  |  |
| Court Order (if applicable) |  |  |  |
| Guardianship  (if applicable) |  |  |  |
| Death Certificate (if applicable) |  |  |  |

## Identification Requirements

All applications are to be supported by sufficient means of identification by the parent/guardian/other interested parties. An applicant 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, previous Change of Name Certificate, Court Orders or proof of guardianship.

|  |  |
| --- | --- |
| **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  Overseas Birth Certificate with Translation |
| Police Service ID | Medicare Card |
| Defence Force ID | Credit Card/Debit Card or Passbook |
| NT Ochre Card | Phone Bill/Electricity Bill/Rates Notice |
| (Any other Photographic ID deemed by the Registrar to be sufficient) | 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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| --- | --- | --- | --- | --- |
| **Identification Type** | | **Category** | **ID Number** | **Where issued** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

**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** (Parent/Legal Guardian) | **Postal Address** |
| **Contact phone No’s.**  Home/Work Mobile |
| **Full Name of Child** (before change) | |
| **Reason for name change** (see Note 4 on Instruction sheet) | |
| **Certificate to be Collected from :** DARWIN PALMERSTON (Friday Mornings Only) ALICE SPRINGS  **Certificate to be:** POSTED LAMINATED | |

Have you changed the child’s name within the last twelve (12) months? **Yes** **No**

Have you changed the child’s name more than 3 times since August 2022? **Yes** **No**

If the child has 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 MasterCard Cheque / Money Order \***American Express / Bank Card **NOT ACCEPTED**  **Card No. \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Expiry Date \_\_ \_\_ / \_\_ \_\_ CCV \_\_ \_\_ \_\_**  **Card Holder Name in full** (please print) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  |  |
| --- | --- |
| CON REG NO: | BCER REG NO: |
| APP NO: |  | |

**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s Previous Surname |  | | | |
| Child’s Previous Given Name(s) |  | | | |
| Child’s New Surname |  | | | |
| Child’s New Given Name(s) |  | | | |
| Child’s Surname at Birth |  | | | |
| Child’s Given Name(s) at Birth |  | | | |
| Child’s Date of Birth | **(Day) (Month) (Year)** | | | |
| Sex of the Child | Female | Male | Non-Binary Unspecified | |
| Child’s Full Place of Birth |  | | | |
| Child’s Current Residential Address |  | | | |
| Full Details of Parent/Legal Guardian | | | | |
| Full Name of Parent/Legal Guardian |  | | | |
| Current Residential Address of Parent/Legal Guardian |  | | | |
| Do you want the child’s Northern Territory Birth Certificate noted with the new name? | | Yes | | No |

## Circumstances Relating to Change of Name by One Parent/Legal Guardian

□ I am the sole parent named in the registration of the child’s birth (child’s birth certificate attached).

□ The other parent of the child is deceased and no other person has legal responsibilities towards the child (copy of other parent’s death certificate attached).

□ The other parent (or some other person) has custody or guardianship rights or the equivalent but would not object and/or consents to the change of name (appropriate evidence, as required by the Registrar, is attached).

□ The Court approves the proposed change of name to be registered by one parent/guardian (Court Order Attached).

□ I, not being a parent of the child, am the legal guardian of the child. (Court Order attached or other proof of guardianship where the parents are deceased, cannot be found or cannot exercise their parental responsibilities).

**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 1996*. 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.

**Parent/Legal Guardian 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.
* Declare that I, the parent/legal guardian of the child, on my behalf as well as for and on behalf of the child, absolutely renounce and abandon the use of the child’s old name and assume the new name in its place and declare that I and the child 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 as the name of the child and authorise and request all persons to designate and address the child by the new name.
* Will not seek to use the new name of the child as stated in this application form for a fraudulent or improper purpose.
* Understand that it is a punishable offence to give false or misleading information in this application or supporting documents.
* Certify that there are no prevailing court orders relating to the naming of the child and that to my knowledge and belief there are no other persons, apart from those named in this document, who would be required to consent to the change of name of the child.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **SIGNATURE OF PARENT/LEGAL GUARDIAN**  **✍** | **SIGNATURE OF WITNESS:**  **✍** |
|
| **DATE:**\_\_\_\_\_\_\_\_\_\_\_ | **FULL NAME OF WITNESS:** |
|  | **WITNESS 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 2010.*** |
| **NOTE: 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

Deputy Registrar of Births, Deaths & Marriages / / 20

**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.

**Consent from the Other Person with an Interest – if applicable**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full Name) (Insert address)

Being the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby consent to the change of name of

(Legal Guardian/Step-parent/Person with an interest)

the child to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Child’s new name in full)

|  |  |
| --- | --- |
| **SIGNATURE OF LEGAL GUARDIAN/OTHER PERSON**  **✍** | **SIGNATURE OF WITNESS:**  **✍** |
|  |
| **DATE:**\_\_\_\_\_\_\_\_\_\_\_ | **FULL NAME OF WITNESS:** |
|  | **WITNESS PHONE NO:** |

**Consent from the Child – if applicable**

This section must be completed if the child is over the age of 14 years.

This section need not be completed if the child is unaware of the meaning and implication of the name change.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby consent to the change of name described in

(Current Full Name of the Child)

this application.

|  |  |
| --- | --- |
| **SIGNATURE OF THE CHILD**  **✍** | **SIGNATURE OF WITNESS:**  **✍** |
|  |
| **DATE:**\_\_\_\_\_\_\_\_\_\_\_ | **FULL NAME OF WITNESS:** |
|  | **WITNESS PHONE NO:** |

­THE NORTHERN TERRITORY OF AUSTRALIA

**STATUTORY DECLARATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (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 for my child.  That I am unable to produce this birth certificate for the following reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | That I will return any birth certificate(s) received prior to this change of name for cancellation if located in the future. | | | |
| (3) Signature of the person making the declaration | | This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.  Declared at the day of 20\_\_\_**Error! Bookmark not defined.**  (3) | | | |
| (4) Signature of the person before whom the declaration is made  (5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped  (6) Here insert contact address or telephone number of person before whom the declaration is made | | Witnessed by: | | | (4)    (5)    (6) |
| **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 2010.*** | | | |
| **NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.** | | | |