



Change a child’s given name(s) within 12 months of their birth

- If your child was born in Western Australia and you wish to change their given names before the age of twelve (12) months, this form must be completed
- This application must be made:
 - by both parents if the Birth Registration Form was signed by them
 - if the Birth Registration Form was signed by one parent, by that parent
 - if one of the child’s parents has died, by the surviving parent
 - if both parents of the child have died, cannot be found or for some other reason cannot exercise their parental responsibilities, by the child’s guardian (proof of guardianship required).
- Only one change of this kind can be made to a child’s given names within twelve (12) months of their birth
- When lodging this application to change a child’s given name(s) within twelve (12) months of their birth in Western Australia, evidence of both parents identity must be provided
- The fee of \$55.00 payable for this application includes the issue of a replacement standard birth certificate. See Fees webpage – Change to a Child’s Given Name
- Payment may be made by cheque or money order payable to the Registry of Births Deaths and Marriages or by MasterCard or Visa.

Payment details **If applying for multiple applications only complete payment details on ONE form**

Applicant’s Full Name:

Enclosed is a cheque/money order for \$		OR debit my MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/> for \$	
Your cheque or money order should be made payable to the Registry of Births Deaths and Marriages			
Card No	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	Expiry <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>
Cardholder name:		Signature:	

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Post certificate to: Birth mother or Other parent

Birth Mother's name and address

I	
of	Postcode
Email	Phone no.

Other Parent's name and address

I	
of	Postcode
Email	Phone no.

the parents of:

Child's details as registered at birth

Current Given name(s):

Surname (surname will not be changed):

born at	WA on	/	/
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request that our child's **given name(s)** be changed to:

New given name(s) in full:

Declaration: I declare that the information I have provided is true and correct. By signing this application I consent to my information being checked with the document issuer or official record holder.

Birth Mother's signature:	Other Parent's signature:
Date of application: / /	Date of application: / /

Processing times for certificate applications

Standard - Allow up to 10 working days plus regular postal delivery time.

If required, enclose a self-addressed Registered or Express Post envelope.

Submitting your application

By post

Complete this form and attach clear and legible copies of your identification. Post the form to:

**Registry of Births Deaths and Marriages
PO Box 7720 Cloisters Square
Perth WA 6850**

In person

Complete this form and lodge it with your, **original** proof of identification and payment to:

Registry of Births Deaths & Marriages
Level 10/141 St Georges Terrace Perth between
9.00 am - 4.00 pm Monday to Friday

Privacy considerations and personal records

Any documents provided with the application may have their authenticity verified through an approved online verification service.

Note: It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1998*.

Further information

For further information, visit our website at www.justice.wa.gov.au/bdm or call **1300 305 021** between 9.00 am and 4.00 pm, Monday to Friday.

Identification requirements

To confirm your identity, you must provide:

- You **must** provide at least **three (3)** forms of identification:
 - one document from each List (1, 2 **and** 3). At least one containing a photograph
 - one from List 1 and two from List 2. At least one containing a photograph
 - two from List 2 and one from List 3. At least one containing a signature.
- All forms of identification **must** be **current**
- Documents from List 3 **must** show your **current residential address**
- Bank statements, utility accounts or rates notices **must** have been **issued within the last six months**.

List 1 - Evidence of link between photo and signature

- Australian driver's licence (MUST provide copy of front and back)**
- Australian passport**
- Australian firearm's licence**
- Defence Force/Police Identification card**
- Australian Citizenship Certificate** with evidence of residence status
- WA Photo Card, Over 18 or Proof of Age Card**
- Australian learner driver's permit card**

List 2 - Evidence of operating in the community

- Debit or Credit card** (one or the other, not both) issued by a financial institution
- Document of Identity** issued by the Passport Office
- Entitlement card** issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card etc)
- Full Birth certificate** issued in Australia (birth extracts not accepted)
- Medicare card**
- Naturalisation, Citizenship or Immigration papers** issued by the Department of Home Affairs
- Overseas passport** with current Australian Entry Permit
- Security guard or Crowd Control Licence** (Australian)
- Student Identity Document or Statement of Enrolment** issued by an educational institution, including Tertiary (should include photo and/or signature)
- Working With Children Check card**

List 3 – Evidence of current residential address

- Driver's licence renewal notice**
- Financial institution statement** less than six (6) months old
- Motor vehicle registration**
- Property lease or tenancy agreement**
- Shire/water rates notice**
- School or other educational report or certificate** less than twelve (12) months old
- Utility account** less than six (6) months old (gas, electricity, home phone, etc)

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