

Change of Name Request Form.

INSTRUCTIONS

Please read the instructions below, then complete all information on the application.

You **must** obtain new primary identification document/s (ID) e.g. Australian driver's licence, with your updated name before submitting this form. Once you've obtained your new ID, we can update your name in our system.

To submit this request, you must take this completed form, your ID documents and supporting documents (if required) to a participating Post Office for processing.

If you are changing your name due to marriage, separation or divorce you only need to provide your updated ID documents.

If you have changed your name by registering the name change with an Australian state government, you must present the original (or a certified copy) of a Change of Name Certificate, or a Certificate issued by Registry of Births, Deaths and Marriages.

All sections of this form need to be completed.

Any documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

IDENTIFICATION DOCUMENT CHECKLIST

Standard identity check – one of the options below:

- One primary photographic identification document; OR
- One primary non-photographic identification document AND one secondary identification document.

Note:

1. If any of the identity documents are written in a language other than English, they must be provided with an English translation prepared by an accredited translator.
2. The individual ID documents must be original (if in person) e.g. Justice of the Peace, police officer or legal practitioner.

Document types

Section A – Primary photographic identification documents

- a) A current and valid Australian passport or one that expired within the last two years
- b) A current and valid Foreign passport issued by a Foreign Government, the United Nations or an agency of the United Nations
- c) A current and valid Australian driver's licence (digital licences cannot be accepted)
- d) A current and valid Foreign driver's licence containing a photograph
- e) A valid Australian Proof of Age or Proof of Identity card (issued by an Australian state or territory)
- f) A current and valid ID card issued by a Foreign Government, the United Nations or an agency of the United Nations that also contains a photograph and either the signature of the person or the unique identifier number of the ID card

Section B – Primary non-photographic identification documents

- a) Australian Birth Certificate issued by a State or Territory of Australia
- b) Foreign Birth Certificate issued by a Foreign Government, the United Nations or an agency of the United Nations
- c) Australian Citizenship certificate issued by the Commonwealth
- d) Foreign Citizenship certificate issued by a Foreign Government
- e) A current and valid Pension, Health Care or Seniors Health card issued by the Australian Government

Section C – Secondary identification documents

- a) Utility bill issued within the last three months
- b) Rates notice issued within the last three months
- c) Australian Taxation Office notice issued within the last 12 months
- d) Current and valid Australian Medicare card

SECTION 1: Current Account Holder Details

Title	First Name (previous name)	Middle Name (Optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname (previous name)			
<input type="text"/>			
Date of Birth (DD/MM/YYYY)	Account Number		
<input type="text"/>	<input type="text"/>		
Residential Address including country (this should be the address you currently hold on file with us)			
Unit	Street Number	Street Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Suburb/Town	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Email Address		
<input type="text"/>	<input type="text"/>		

SECTION 2: New Legal Name

Title	First Name	Middle Name (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname		
<input type="text"/>		
Reason for change in legal name?		
<input type="checkbox"/> 1. Marriage/Separation/Divorce		
<input type="checkbox"/> 2. Other name change reasons e.g. registered name change with Australian government		

SECTION 3: Confirmation

You confirm that all required documents have been attached with this form.

If you have changed your name by registering the name change with an Australian state government, you must present the original (or a certified copy) of a Change of Name Certificate, or a Certificate issued by Registry of Births, Deaths and Marriages.

Signature of Account Holder	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

SECTION 4: For Australia Post use only

I confirm that I have sighted original documentation that verifies the applicant's name, date of birth and/or residential address as required.

Verifier's Name	Work Centre Code	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	Verifier's Signature	Identity verified by
<input type="text"/>	<input type="text"/>	