

Complete on-screen and print

You can complete this form on-screen using the Editable PDF functionality with Adobe Reader.
You must still print off the application and have signed where applicable by hand.

BDM120

INTERNAL AFFAIRS

Te Tari Taiwhenua

He tono ki te rēhita i tētahi Panoni Ingoa Application to register a Name Change

Mō tētahi tangata 18 tau, neke atu rānei, kei raro rānei i te 18 tau, i mārena, hono ā-ture, moe māori rānei.
For a person: aged 18 or older; or under 18 and are, or have been, married, in a civil union or de facto relationship.

Who can register a name change?

To register a name change in New Zealand on or after 25 January 2009:

- Your birth must be registered in New Zealand; or
- If your birth is registered outside New Zealand, you must be a New Zealand citizen or entitled, under the Immigration Act 2009, to be in New Zealand indefinitely (e.g. as a permanent resident).

How long will it take?

Applications will be processed in 15 working days, from receiving a correct and complete application (plus postage time). If you have requested a certificate showing your new name, it will be issued as soon as the name change is processed.

Guidelines for the new name

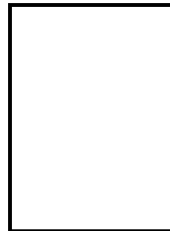
Your new name must consist of one surname and one or more other names, unless your religious or philosophical beliefs, or cultural traditions require you to bear only one name - in which case attach a letter of explanation.

What is not acceptable?

The new name (or combination of names) may not be accepted for registration if:

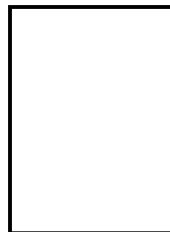
- it might cause offence to a reasonable person; or
- it is unreasonably long (that is, it should be less than 100 characters long, including spaces); or
- without adequate justification, it is, includes, or resembles, an official title or rank (in which case attach a letter of explanation); or
- it is not a name (for example, it must not include numbers or symbols).

Certificate showing the new name



Birth registered in New Zealand

If your birth is registered in NZ, any new birth certificate that is issued will show the new name as well as all previous names. A new birth certificate can be made available after registration, on payment of an additional fee.



Birth registered outside New Zealand

If your birth is registered outside NZ, any new name change certificate that is issued will show the new name as well as all previous names registered in NZ on or after 25 January 2009. A new name change certificate can be made available after registration, on payment of an additional fee.

You must make true statements

You must make true statements when completing this application. If you make, or cause to be made, any false statement or declaration you will be liable, on conviction, to a fine or up to 5 years imprisonment, or both.

Documents to attach

Contact us if you cannot meet these requirements

If your birth is registered in New Zealand you must provide documents from List 2 and 3.

If your birth is registered overseas you must provide documents from List 1, 2 and 3.

Include an official English translation of any document that is not in the English language

List 1: Your eligibility to apply to register a name change in NZ

- If your birth is registered in **New Zealand** go directly to List 2 (as you are eligible to apply to register a name change).
- If your birth is registered **outside** New Zealand you must provide evidence of the date and place of your birth, and of your status as a New Zealand citizen or person who is entitled, under the Immigration Act 2009, to be in New Zealand indefinitely. Provide a certified true copy of one (or combination if applicable) of the following current documents:

- ☐ New Zealand Citizenship Certificate
- ☐ New Zealand Passport (a certified copy of the page with your photo on it is sufficient)
- ☐ New Zealand Certificate of Identity issued under the Passports Act 1992 **with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- ☐ Australian Passport or some other evidence of Australian citizenship
- ☐ Cook Islands, Niue or Tokelau Birth Certificate
- ☐ Overseas Passport **including** a residence permit or resident visa issued by Immigration New Zealand
- ☐ Letter from Immigration New Zealand confirming permanent residence status (if the letter states your name, date and place of birth)
- ☐ Overseas Birth Certificate **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- ☐ Notarial Certificate (China) **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- ☐ Household / Family Census Register from an Asian country **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status.

x 1
document,
if birth **not**
registered in NZ

List 2 Your current photo identification

You must provide a certified true copy of one of the following, which includes your photo (If you are providing a document from List 1 that has your photo on it go directly to List 3):

- ☐ New Zealand **or** overseas Passport (a certified copy of the page with your photo on it is sufficient)
- ☐ New Zealand **or** International Driver Licence
- ☐ New Zealand **or** overseas Firearms or Dealer's Licence
- ☐ New Zealand **or** overseas Defence force or police service photo identity card
- ☐ New Zealand Emergency Travel Document
- ☐ New Zealand Certificate of Identity (issued under the Passports Act 1992)
- ☐ New Zealand Certificate of Identity (issued under the Immigration Act 2009)
- ☐ New Zealand Refugee Travel Document
- ☐ Overseas identity card
- ☐ 18+ Card (issued by Hospitality New Zealand) **or** overseas proof of age card

x 1
document

You must also present your current photo identification to the person authorised to take a statutory declaration at the time that you sign the declaration. That person may also be able to certify your documents at the same time.

List 3 Proof of the use of your identity in the community

You must provide copies of **two** documents from different sources, for example:

- | | |
|--|---|
| <input type="radio"/> Rates notices | <input type="radio"/> Utility accounts (including gas, water, electricity, mobile or home phone) |
| <input type="radio"/> Electoral Roll Record | <input type="radio"/> Bank statements (including savings, credit or cheque accounts) |
| <input type="radio"/> Motor vehicle registration | <input type="radio"/> Lease or tenancy agreements |
| <input type="radio"/> Student or tertiary identity card | <input type="radio"/> Inland Revenue Tax Number (provide an IR card or statement) |
| <input type="radio"/> Educational certificate or school report | <input type="radio"/> Confirmation of Permit Status from Immigration |
| <input type="radio"/> Trade certificate | <input type="radio"/> Certificate of approval or licence issued by the Private Security Personnel Licensing Authority |
| <input type="radio"/> Steps to Freedom form | |
| <input type="radio"/> Community Services Card | |

x 2
documents

You must sign before one of these people

The qualification of the person authorised to take a statutory declaration must be one of the following and depends on whether you are making the declaration in New Zealand, or outside New Zealand and in a Commonwealth country. If outside New Zealand and you are not sure if the country is a Commonwealth country refer to the list of member states at www.thecommonwealth.org

In New Zealand	Commonwealth country other than New Zealand	A country other than a Commonwealth country
<input type="radio"/> Registrar of Births, Deaths and Marriages <input type="radio"/> Justice of the Peace <input type="radio"/> Registrar or a Deputy Registrar of the Supreme Court, Court of Appeal, High Court or a District Court <input type="radio"/> Person enrolled as a barrister and solicitor of the High Court <input type="radio"/> Any other person authorised by law to administer an oath	<input type="radio"/> Commonwealth representative <input type="radio"/> Justice of the Peace <input type="radio"/> Notary Public <input type="radio"/> Judge <input type="radio"/> Commissioner of Oaths <input type="radio"/> Solicitor of the High Court of New Zealand <input type="radio"/> A person authorised by the law of that country to administer an oath for the purpose of a judicial proceeding. Refer below for examples:	<input type="radio"/> Commonwealth representative <input type="radio"/> Notary Public <input type="radio"/> Judge <input type="radio"/> Solicitor of the High Court of New Zealand



All of Australia

- Judge
- Notary Public
- Justice of the Peace
- Solicitor of the High Court of New Zealand
- Australian legal practitioner
- Court clerk or registrar who certifies his or her authority to take an oath for a judicial proceeding
- Commonwealth Representative

Also, if in South Australia

- Commissioner for Affidavits

Also, if in Western Australia

- A mining registrar appointed under the Mining Act 1978

- Australian Police are **not** authorised to take this statutory declaration, unless you are in the Northern Territory.
- Australian Pharmacists, Optometrists and Doctors are **not** authorised to take this statutory declaration.

Also, if in Northern Territory

- Commissioner for Oaths (by personal appointment)
- Member of the Legislative Assembly
- Member of house of the Parliament of the Commonwealth elected to represent the Territory or a constituency in the Territory
- Member of the Police Force who has attained the age of 18 years

Also, if in Queensland

- Commissioner for Declarations
- Conveyancer



England or Wales

- Judge
- Commissioner of Oaths (by personal appointment)
- Notary Public
- Justice of the Peace
- Solicitor of the High Court of New Zealand
- Solicitor
- Barrister
- Legal Executive
- Licensed Conveyancer
- Court clerk or registrar who certifies his or her authority to take an oath for a judicial proceeding
- Commonwealth representative

Ireland or Northern Ireland

- Judge
- Solicitor
- Notary Public
- Justice of the Peace
- Court clerk or registrar who certifies his or her authority to take an oath for a judicial proceeding
- Commonwealth representative
- Solicitor of the High Court of New Zealand

Scotland

- Judge
- Notary Public
- Justice of the Peace
- Person authorised by the law of that country to administer an oath for the purpose of a judicial proceeding
- Commonwealth representative
- Solicitor of the High Court of New Zealand

Email your completed form

Do not also post the form if you are emailing it. We only need one copy

After the form is fully completed, signed and the payment details have been completed:

- 1. Scan all pages of this application (do not scan the notes pages)
- 2. Scan all your evidence
- 3. Attach the scan of the form and evidence to an email
- 4. Send the email to ISBDMMaintenanceTeam@dia.govt.nz

or Post the form, appropriate fee(s), and evidence as applicable, to one of:

New Zealand	Sydney	London
Name Change Team Births, Deaths and Marriages Department of Internal Affairs PO Box 10-526 Wellington 6143 New Zealand	Births, Deaths and Marriages Department of Internal Affairs GPO Box 365 Sydney New South Wales 2001 Australia	Births, Deaths and Marriages Department of Internal Affairs New Zealand House 80 Haymarket London SW1Y 4TQ United Kingdom

Contact Details

Births, Deaths, Marriages, Citizenship, Authentications and Translations:

- Website www.govt.nz/bdm
- Freephone 0800 22 52 52 (New Zealand only). If overseas phone + 64 4 463 9362
- Email bdm.nz@dia.govt.nz

Privacy Statement

The information provided on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 1995 (the "BDMRR Act"). A person who makes, or causes to be made, a false declaration on this form will be liable on conviction to a fine or term of imprisonment, or both. The information will be held on a public register, and may generally be accessed by any person on application (e.g. as a certificate or printout). The Births, Deaths, Marriages, Citizenship, Authentications and Translations office may also release it to certain government agencies and foreign registration authorities, as authorised by law. The BDMRR Act governs access to registered information. Information about your rights to access and, where appropriate, correct the information is available on our website www.govt.nz/bdm or Freephone 0800 22 52 52.

He tono ki te rēhita i tētahi Panoni Ingoa

Application to register a Name Change

Mō tētahi tangata 18 tau, neke atu rānei, kei raro rānei i te 18 tau, i mārena, hono ā-ture, moe māori rānei.
For a person: aged 18 or older; or under 18 and are, or have been, married, in a civil union or de facto relationship.



- Please read the Notes pages of this application form carefully before you start
- You may experience delays or your application may be unsuccessful if it is not correct and complete

1. My old name

My name at birth is (if legally adopted enter the names you were given after the adoption)

All first and middle names

Surname

My name if I have previously registered a name change. (The name you are changing from if it is different from your name at birth. The name is not a surname assumed on marriage or civil union, even if that surname was included on your passport)

All first and middle names of my most recently registered name change

Surname of my most recently registered name change

2. My date of birth

Date of my birth Day Month Year

3. My place of birth

Town or City of birth

Country (if not New Zealand)

Refer to page 2:

- ☐ My birth is **registered in NZ** so I have attached documents from List 2 and 3.
- ☐ My birth is **registered outside NZ** so I have attached documents from List 1, 2 and 3.

4. My contact details

Best phone number

Email

5. I want the original evidence I provide with this application:

Only provide certified true copies of original evidence

- ☐ Securely destroyed
- ☐ Return it to me



Take care completing this statutory declaration as you may be required to do it again if there are errors.

Statutory Declaration

6. I (enter your current full name)

My current full name

7. of (enter your residential address. This is not a PO Box)

Flat no

Street no

Street

Suburb or rural locality

City, town or district

Postcode

Country (if not New Zealand)

8. a (enter your occupation. If no occupation enter 'no occupation')

My occupation

solemnly and sincerely declare that:

- I authorise any necessary additional enquiries including the disclosure of personal information about myself and the person whose name is being changed for the purpose of determining eligibility for this name change application. My authorisation includes any information held by the Department of Internal Affairs or another NZ government agency.
- If I submit an application for New Zealand citizenship or a New Zealand passport at the same time as this application is submitted, I authorise any necessary additional enquiries including the disclosure of personal information about myself and the person whose name is being changed so both applications can be processed.



Married or in a civil union?

Assumed surname

Generally, you do not need to register your assumed surname on marriage or civil union as organisations may acknowledge your new surname using some other evidence, such as your marriage certificate.

Only changing your first names

If you are married or in a civil union and only want to change your first names, enter the surname of your new name as it is currently recorded on your birth registration (do not print a surname you assumed on marriage).

9. If 16 or 17 years of age, I am or have been in a:

- ☐ Marriage 
- ☐ Civil Union
- ☐ De facto relationship

Date of marriage/civil union

Place of marriage/civil union

i All corrections must be initialised, dated by yourself then witnessed by a person authorised to take a statutory declaration

10. My old legal name was formally registered in: (tick one)

- ☐ New Zealand
- ☐ Outside New Zealand

11. My new name is (refer to the "Guidelines for the new name" on page 1):

All first and middle names

Surname

12. I advise that: (tick one)

- ☐ I am **already using** my new name, or
- ☐ I intend to use my new name **in the future**

Sign before a person authorised to take a statutory declaration. Refer to page 3 for the list

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at (Town or city, and country if not New Zealand)

this day of (DD/MM/YYYY)

by (Signature of declarant)

The person authorised to take a statutory declaration must complete this section

I am satisfied of the declarant's identity by sighting his or her original photo identification document (from List 2 on page 2).
The document I relied on was:

Document name (e.g. New Zealand Passport)

Document number (e.g. passport number)

before me

Signature - authorised person signs here

Full name of authorised person

Qualification of authorised person (refer to page 3 for authorised persons)

13. Fees and Payment details

Application fee to register a name change

Pictorial certificates will be posted flat in an A4 size reinforced envelope. Standard certificates will be folded into a standard DLE envelope with address details printed on the back of the certificate.

If a certificate is required to show your new name:

Standard and Forest	Standard and Beach	Forest	Beach	Standard	For a limited time only: 'All Blacks' NZ Birth Certificate	Name Change Certificate Only if the birth is registered overseas
						
Two certificate package \$55.00 Enter quantity below	Two certificate package \$55.00 Enter quantity below	\$35.00 each Enter quantity below	\$35.00 each Enter quantity below	\$33.00 each Enter quantity below	Standard and All Blacks package \$55.00 Enter quantity below	\$33.00 each Enter quantity below

Courier fee (optional)

- ☐ To a New Zealand address \$5
- ☐ To an overseas address >>>

In list below number in brackets is estimated delivery in working days

I choose the following method to pay for the order:

- ☐ I enclose a cheque, bankdraft or money order in New Zealand dollars made out to: The Department of Internal Affairs
- ☐ Charge my credit card
- ☐ VISA ☐ Mastercard ☐ AMEX

Card Number

Cardholder's name

Expiry Date

Cardholder's signature

Delivery Address, if ordering a certificate (if to a different address amend pre-entered details)

Delivery name

Flat no

Street no

Street

Suburb or rural locality

City, town or district

Postcode

Country (if not New Zealand)

Only complete and return this page if it is applicable

14. Including your new names on your New Zealand marriage or civil union record

The first few pages of this application are to register a name change on your birth record (if registered in New Zealand) or name change record (if your birth is registered overseas). Once registered, you may order a certificate as evidence of your new name - usually this is all you need to do.

For an extra fee of \$55.00 (plus an optional \$33.00 for a marriage/civil union certificate), and if you are currently married or in a civil union and your marriage or civil union is registered in New Zealand, you may, if you wish, choose to have your new names added to your marriage or civil union record.

\$ ☐ I have included the additional fee of \$55.00 and request that my new name be recorded on my New Zealand registered marriage or civil union

\$ ☐ I have included an additional \$33.00 for a marriage or civil union certificate to be issued after my new name is recorded on my New Zealand registered marriage or civil union

Answer for your most recent New Zealand marriage or civil union

☐ Marriage

Date of marriage/civil union (DD/MM/YYYY)

☐ Civil Union

Place of marriage/civil union in New Zealand

15. Human Assisted Reproductive Technology (HART) Register

This section only applies if the person whose name is being changed was born as a result of an assisted reproductive technology procedure using donated sperm, eggs or embryos through a fertility clinic. If information has been provided to Births, Deaths and Marriages for inclusion on the HART Register, it will be updated to include the person's new name. This means that up-to-date information will be provided to persons who are authorised to access your information under the Human Assisted Reproductive Technology Act 2004.

Are you a donor or person born as a result of a HART procedure?

☐ Yes, the person whose name is being changed was born as a result of a HART procedure whose details are recorded on the HART Register

If the birth occurred as a result of a donation made after 21 August 2005, information will also be held by the fertility clinic. We can send information about the name change to the fertility clinic, so that the clinic's records can be updated.

Consent for new name to be sent to clinic

☐ Yes. I consent to the new name being sent to the fertility clinic named below that holds the information

Fertility clinic name