

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

Mō tētahi tangata i raro i te 18 tau, kāore anō i mārena, hono ā-ture, moe māori rānei
For person aged under 18 who has not been married, in a civil union or de facto relationship

- For a person whose birth is registered in New Zealand, who is 2 years of age or older but younger than 18 years of age, and who has never been married, in a civil union or de facto relationship; or
- For a person whose birth is registered outside New Zealand, who is a New Zealand citizen or entitled, under the Immigration Act 2009, to be in New Zealand indefinitely, who is younger than 18 years of age, and who has never 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 about the new name

The new name must consist of one surname and one or more other names, unless your religious or philosophical beliefs, or cultural traditions require the person 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 the 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 the 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.

Other name change forms

- Application to register a name change of a person aged 18 or older, or under 18 and is, or has been, married, in a civil union or de facto relationship ([form BDM 120](#)).
- Request for name change within 2 years of birth ([form BDM 36](#)) for births registered in New Zealand where the person is under 2 years of age.

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.

All legal guardians must sign

The guardians of the person whose name is to be changed should give all the information requested on this form about themselves and about that person.

If the person whose name is to be changed is aged 16 or 17, that person must sign the panel giving his or her consent to the name change (that signature does not have to be witnessed).

The child's father and mother are usually joint guardians

The father and the mother of a child are guardians jointly of the child unless the child's mother is the sole guardian of the child. If the child is legally adopted by opposite-sex or same-sex parents, those parents are guardians of the child through the adoption.

Father as guardian

- The mother and father are both guardians if they jointly registered the birth of the child on or after 1 July 2005 by completing and signing the Notification of Birth for Registration form (BDM27).
- The father is usually a guardian of the child if the father's particulars were added to the child's birth information on or after 1 July 2005 but no later than 24 January 2009.

Appointment of 1 or more additional guardians

- A testamentary guardian of the child appointed by the deceased parent under section 26(2) of the Care of Children Act 2004 or section 7(2) of the Guardianship Act 1968.
- All Court appointed/approved guardians. A certified copy of the Court appointment as a guardian should be attached to this declaration.

A guardian may act alone

- In some circumstances a guardian may act alone if the other guardian(s) is/are dead, unknown, missing (note that a guardian is not missing if others know of their whereabouts but they refuse to tell you), of unsound mind or unable to act because of a medical condition; or
- If Family Court approval is obtained. Appropriate evidence must be attached to this declaration (note that this is **not** a Parenting or Protection order).

The mother is the sole guardian

If a child is conceived **before 1 July 2005**, the child's mother is the sole guardian of the child if the mother was not:

- Married to, nor in a civil union with, the father of the child at any time during the period beginning with the conception of the child and ending with the birth of the child; and not
- Living with the father of the child as a de facto partner at the time the child was born.

If a child is conceived **on or after 1 July 2005**, the child's mother is the sole guardian of the child if the mother was not:

- Married to, nor in a civil union with, the father of the child at any time during the period beginning with the conception of the child and ending with the birth of the child; and not
- Living with the father of the child as a de facto partner at any time during that period.

If the child is born as a result of an assisted reproduction procedure (such as donor insemination) to a mother acting alone, and the donor is not the mother's partner (i.e. not in a marriage, civil union or de facto relationship), and the donor does not become the mother's partner between conception and notification of the birth for registration, then the mother is the sole guardian.

Other parent

If the child was born as a result of an assisted human reproduction procedure (such as artificial insemination), and the mother was living in a marriage, civil union or de facto relationship with a man or a woman who had consented to her undergoing the procedure, and the man's or woman's name is recorded on the child's birth registration, then that man or woman must also sign this declaration.

Documents to attach

Contact us if you cannot meet these requirements

If the birth of the person whose name is to be changed:

- **is registered in New Zealand** you must provide documents from List 2 and 3.
- **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: Eligibility of the person whose name is to be changed to apply to register a name change in NZ

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

- ☐ New Zealand Passport (a certified copy of the page with the photo on it is sufficient) **and** a Birth Certificate that includes names of parent(s)
- ☐ New Zealand Citizenship Certificate **and** a Birth Certificate that includes name(s) of parent(s)
- ☐ Australian Passport or some other evidence of Australian citizenship **and** a Birth Certificate that includes names of parent(s)
- ☐ Cook Islands, Niue or Tokelau Birth Certificate that includes names of parent(s)
- ☐ Overseas Passport **including** a residence permit or resident visa issued by Immigration New Zealand that includes names of parent(s)
- ☐ Letter from Immigration New Zealand confirming permanent residence status (if the letter states the person's name, date of birth, place of birth and names of parent(s))
- ☐ Overseas Birth Certificate that includes names of parent(s) **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- ☐ Notarial Certificate (China) that includes names of parent(s) **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- ☐ Household/Family Census Register that includes names of parent(s) 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 All guardians must provide current photo identification

All guardians must each provide a certified true copy of one of the following, which includes their photo:

- ☐ 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

All guardians must also present their current photo identification to the person authorised to take a statutory declaration at the time that they sign the declaration on page 3 of the form. That person may also be able to certify their documents at the same time.

List 3 All guardians must provide proof of the use of their identity in the community

All guardians must each 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

All legal guardians must sign before a person authorised to take a statutory declaration

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"/> Some 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 i raro i te 18 tau, kāore anō i mārena, hono ā-ture, moe māori rānei
For person aged under 18 who has not been married, in a civil union or de facto relationship



- Please read the Notes pages of this application form carefully before you start
- If there are more than two guardians continue on separate form

1. Old name

Name at birth is (if legally adopted then enter the names given after the adoption)

All first and middle names

Surname

If the guardians have previously registered a name change for the child in New Zealand or overseas. The name below is the name changing from, if it is different from the name at birth

All first and middle names of most recently registered name change

Surname of most recently registered name change

2. Date of birth

Date of birth Day Month Year

3. Place of birth

Town or City of birth

Country (if not New Zealand)

4. Your contact details, if we have questions about this application

Guardian 1's full name

Guardian 2's full name

Guardian 1's best phone number

Guardian 2's best phone number

Guardian 1's email

Guardian 2's email

5. Evidence provided with this application, if applicable

Only provide certified true copies of your evidence

What do you want us to do with the evidence you have attached, if applicable? ☐ Return it to you ☐ Destroy it

Statutory Declaration

- 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.



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

☐ We are acting together to complete this declaration --> Go to question 7

6. If acting alone as a guardian

☐ I, as the **child's mother**, am the sole guardian because the **child was conceived before 1 July 2005** and I was not married to, nor in a civil union with, the father of the child at any time during the period beginning with the conception of the child and ending with the birth of the child; and I was not living with the father of the child as a de facto partner at the time the child was born, and none of the exceptions apply _____

☐ I, as the **child's mother**, am the sole guardian because the **child was conceived on or after 1 July 2005** and I was not married to, nor in a civil union with, the father of the child at any time during the period beginning with the conception of the child and ending with the birth of the child; and I was not living with the father of the child as a de facto partner at any time during that period, and none of the exceptions apply _____

Exceptions:

- The mother and father jointly registered the birth on or after 1 July 2005 by completing and signing the Notification of Birth for Registration form (BDM27).
- The father's particulars were included in the child's birth information on or after 1 July 2005 but no later than 24 January 2009.
- A testamentary guardian of the child has been appointed by the deceased parent under section 26(2) of the Care of Children Act 2004 or section 7(2) of the Guardianship Act 1968.
- The Court has appointed any other person(s) a guardian.

☐ The guardian(s) is/are **missing**

State the recent actions within the last 2 months that you have taken to contact the other guardian(s) and include the date you tried to contact them. This includes searching the electoral roles, the Internet, asking family and friends or former employers. You must also state that you and all the people that know the guardian (which you have contacted) have no way of contacting them:

☐ I/we searched the electoral roles on date (DD/MM/YYYY)

☐ I/we searched the Internet on date (DD/MM/YYYY)

☐ I/we asked family members on date (DD/MM/YYYY)

☐ I/we asked friends on date (DD/MM/YYYY)

☐ I/we asked their employers on date (DD/MM/YYYY)

☐ I/we and all people who known the guardian(s), who I/we have contacted, have no way of contacting the guardian(s)

☐ One or more of the above do not apply - State why:

6. Acting alone as a guardian continues...

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

☐ I, as the **child's mother**, am the sole guardian because **the child was born as a result of an assisted reproduction procedure** (such as donor insemination) to me acting alone, and the donor is not my partner (i.e. not in a marriage, civil union or de facto relationship), and the donor did not become my partner between conception and notification of the birth for registration.

☐ The guardian(s) is/are **dead** - *If died in New Zealand, enter the deceased's name, date of death and place of death. If died overseas, include a certified true copy (or original) of the deceased's death certificate:*

Deceased's full name

Date of death (DD/MM/YYYY)

Place of death

☐ The Family Court has **given consent** for me to act alone - *Attach a copy of the Family Court order (**not** a Parenting order, previously known as a Custody order)*

☐ The guardian is unable to act because of a **medical condition** or they are of **unsound mind** - *Provide evidence from a Registered Medical Doctor*

7. Consent, if person whose name is being changed is 16 or 17 years old

I am the person whose name is to be changed and I consent to the name change as set out in this application by my guardian(s)

Signature of person whose name is being changed, if they are 16 or 17 years old

Date signed (DD/MM/YYYY)

8. Where is the person's old name registered? (tick one)

☐ In New Zealand, or

☐ Outside New Zealand

9. The new names are (the new name must comply with the "Guidelines about the new name" in the notes pages at the start of this application)

All first and middle names

Surname of the new name

10. Are you already using the new name or do you intend to start using it in the future? (tick one)

☐ I/We are **already using** the new name, or

☐ I/We intend to use the new name **in the future**

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

11. Your full name, occupation and residential address

Guardian 1's First names

Guardian 1's Surname

Guardian 1's Occupation

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)

Guardian 2's First names

Guardian 2's Surname

Guardian 2's Occupation

Residential address - this is not a PO Box ☐ Copy Guardian 1's address

Flat no

Street no

Street

Suburb or rural locality

City, town or district

Postcode

Country (if not New Zealand)

Sign before a person authorised to take a statutory declaration. Refer notes pages for the list

I/We solemnly and sincerely declare that the information herein in this statutory declaration is accurate and complete and I/we 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 (Guardian 1's Signature)

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

this day of (DD/MM/YYYY)

by (Guardian 2's Signature)

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 3 of the notes). 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

Qualification of authorised person

(Refer notes pages for authorised persons)

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 3 of the notes). 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

Qualification of authorised person

(Refer notes pages for authorised persons)

12. 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 the 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	\$35.00 each Enter quantity below

Courier fee (optional)

☐ To a New Zealand address \$5

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

☐ To an overseas address >>>

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

Expiry Date

Cardholder's name

Cardholder's signature

Delivery Address, if ordering a certificate

Copy: ☐ Guardian 1's address ☐ Guardian 2's address

First name(s)

Surname

Flat no

Street no

Street

Suburb or rural locality

City, town or district

Postcode

Country (if not New Zealand)

13. 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