

Change of Name by Statutory Declaration of unmarried person aged under 18

Use this form:

- If you are the person whose name is to be changed is aged under 18 and,
- has never been married.

The person's parents or guardians must lodge this declaration. In some circumstances one parent or guardian may act alone if the other parent or guardian is dead, missing or unable because of a medical condition. In cases where testamentary guardians have been appointed the parents and testamentary guardians must sign the declaration. A Family Court may consent to one parent or guardian acting alone. A copy of the court consent should be attached to the declaration. If you want to know more about that, contact a Registrar of Births or your legal adviser.

Do not use this form

- if the person whose name is to be changed is aged 18 or more, or
- if he or she has been married.

In either of these cases the person must make his or her own declaration using a different form - BDM 120. You can get that form from any Registrar of Births.

What the parents or guardians have to do

The parents or guardians of the person whose name is to be changed should give all the information asked for on the 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 a panel giving his or her consent to the change of name (that signature does not have to be witnessed).

Before the parents or guardians sign they should wait until they are in front of a witness, who must be one of the people listed as able to witness such a declaration.

- Solicitor
- Registrar of Births
- Justice of the Peace
- Government officer duly authorised to take and receive statutory declarations
- Notary Public

You must send to the Births, Deaths & Marriages Central Registry:

- this form properly signed and witnessed
- a full birth certificate or some other evidence that will satisfy the Registrar-General of the date and place of birth of the person whose name is to be changed; and
- the required fee

Where to send the form, evidence of birth date and fee

The Births, Deaths & Marriages Central Registry
P O Box 31-115
Lower Hutt
New Zealand

If you have any problems with filling in the form or having it witnessed, contact a Registrar of Births or consult your legal adviser.

Certified Copies

Certified photocopies of this declaration can be made available after registration.

To enable a quality copy, the form should be completed neatly.

This form is lodged under the provisions of the Births, Deaths and Marriages Registration Act 1995. A copy of this form is available to any person on request. The old names and new names will be included in a national index of changes of name.

The original of this form is held at the Central Registry office. It may be transferred to National Archives for retention.

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PERSON WHOSE NAME IS TO BE CHANGED

Please print clearly.

Current name

First or given name(s)

Surname or family name

Name at birth
(if different from above)

First or given name(s)

Surname or family name

Date of birth

day

month

year

Place of birth

City or Town

Country (if not New Zealand)

Home address

Usual occupation,
profession or job

PARENTS OR GUARDIANS OF THE PERSON WHOSE NAME IS TO BE CHANGED

1

Mother or guardian

First or given name(s)

Surname or family name

Usual occupation,
profession or job

Home address

Relationship to person whose
name is to be changed

2

Father or guardian

First or given name(s)

Surname or family name

Usual occupation,
profession or job

Home address

Relationship to person whose
name is to be changed

WHEN PARENT OR GUARDIAN ACTING ALONE

State reasons for acting alone

NEW NAME

What will the person's
new name be

First or given name(s)

Surname or family name

*Read the statements A and B and
put a tick in the circle of the
statement that is true and correct*

A **I/We intend to abandon** the names most recently included in the birth registration of the person whose name is to be changed and adopt that person's new name

or
B **I/We have previously abandoned** the names most recently included in the birth registration of the person whose name is to be changed and have adopted that person's new name

CONSENT BY PERSON WHOSE NAME IS TO BE CHANGED

*If the person is aged 16 or 17, he
or she must sign this panel
If the person is aged under 16,
leave this panel blank*

I am the person whose name is to be changed. I consent to the change of name that my parents or guardian(s) are declaring here

Signature

Date

DECLARATION BEFORE A WITNESS

*Do not sign until you are in front
of a witness*

*On the front cover there is a list of
people who can witness for you*

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

this day of

Day, month and year

by and by

Signature of one parent or guardian making the declaration

Signature of other parent or guardian making the declaration

before me

Signature of person witnessing the declaration

Qualification of person witnessing the declaration (e.g. Registrar of Births, Solicitor, Justice or the Peace)

What do you want the Central
Registry to do with the birth
certificate or other evidence you
are enclosing with this declaration

Return it to me/us by mail

Destroy it

Contact telephone number where
the Central Registry can contact you
during working hours if there are
any questions about this declaration

Telephone number

Name of contact person

For Office Use Only

BE	of		APPROVED. Date	
AT			Registrar General	
Folio No			Endorsement Signed	
1. Statutory Declaration Checked	<input type="checkbox"/>		8. Applicant Advised	<input type="checkbox"/>
2. Satisfactory Identification Attached	<input type="checkbox"/>		9. Certificates Sent	<input type="checkbox"/>
3. Re-indexed/Backdated Schedule Completed	<input type="checkbox"/>		10. Registrar of Electors Advised	<input type="checkbox"/>
4. Birth Registration Endorsed	<input type="checkbox"/>		11. Birth Certificate Returned/Destroyed	<input type="checkbox"/>
5. Registrar Advised to Endorse Original Entry	<input type="checkbox"/>		12. Documents to be Issued	<input type="checkbox"/>
6. Marriage Registration Endorsed	<input type="checkbox"/>		Birth Certificate	<input type="checkbox"/>
7. Registrar Advised to Endorse Marriage	<input type="checkbox"/>		Certified Copy of Declaration	<input type="checkbox"/>