

Application to register a Name Change

INTERNAL AFFAIRS

Te Tari Taiwhenua

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.

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.

Who may 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).

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.

How much time should I allow for this?

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

Guidelines about the new name

What must the name consist of?

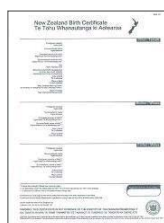
The new name must consist of one surname and one or more other names, unless your religious or philosophical beliefs, or cultural traditions require the person to bear only one name - in which case attach a letter of explanation.

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

All the person's legal guardians must sign this declaration

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.

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.

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).

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 you must attach to this application

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 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 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
each

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:

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

x 2
documents
each


If you cannot meet the requirements above you will need to contact us.

All the person's legal guardians must sign the declaration 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="checkbox"/> Registrar of Births, Deaths and Marriages <input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Notary Public <input type="checkbox"/> Person enrolled as a barrister and solicitor of the High Court <input type="checkbox"/> Registrar or a Deputy Registrar of the Supreme Court, Court of Appeal, High Court or a District Court <input type="checkbox"/> Some other person authorised by law to administer an oath | <input type="checkbox"/> Commonwealth representative <input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Notary Public <input type="checkbox"/> Judge <input type="checkbox"/> Commissioner of Oaths <input type="checkbox"/> Solicitor of the High Court of New Zealand <input type="checkbox"/> Refer below for other persons authorised by law to administer an oath: | <input type="checkbox"/> Commonwealth representative <input type="checkbox"/> Judge <input type="checkbox"/> Notary Public <input type="checkbox"/> Solicitor of the High Court of New Zealand |

The following is provided if you are signing this form in Australia or the United Kingdom, which are both 'Commonwealth countries other than 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

Other Commonwealth countries, other than New Zealand - A person authorised by the law of that country to administer an oath for the purpose of a judicial proceeding.

Contact Details 📞

Births, Deaths, Marriages and Citizenship:

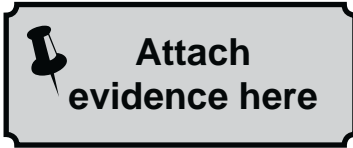
- Website www.bdm.govt.nz
- Freephone 0800 22 52 52 (New Zealand only). If overseas phone + 64 4 463 9362
- Email bdm.nz@dia.govt.nz

📄 **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 |

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.bdm.govt.nz or Freephone 0800 22 52 52.



Application to register a Name Change

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

Part 1 - Information we need to process this application

1. Old name

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

First names at birth

Surname at birth

The person's name **only if he or she has previously registered or deposited a name change in New Zealand or overseas**

The name below is the name you are changing from, if it is different from your name at birth

All first names of most recently registered or deposited name change

Surname of most recently registered or deposited name change

2. Date of birth

Date of birth

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 name

Guardian 1's daytime landline or mobile phone number

Guardian 1's email address

Guardian 2's name

Guardian 2's daytime landline or mobile phone number

Guardian 2's email address

5. Evidence provided with this application, if applicable

What do you want us to do with the evidence you have attached, if applicable?

- Return it to you Destroy it

Please only provide certified true copies of your evidence

6. 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

Part 2 - Statutory Declaration to Register a Name Change

- 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, but is not limited to, any information held by the Service Delivery and Operations branch, Department of Internal Affairs.
- 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. Provide certified true copies or originals of any documents you include with this application.

We are acting together to complete this declaration → Go to question 8

7. Acting alone as a guardian

I am acting alone as a guardian: Tick applicable box(s) and follow any instructions

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 ____ / ____ / ____

I/we searched the Internet on date ____ / ____ / ____

I/we asked family members on date ____ / ____ / ____

I/we asked friends on date ____ / ____ / ____

I/we asked their employers on date ____ / ____ / ____

I/we and all people who know 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:

Continue on a separate page, if necessary

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

7. Acting alone as a guardian (continued)

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, print 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 name:

Date of death: ____ / ____ / _____

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*

8. The person's **old name** is registered or deposited:

- Tick **one** box
- in** New Zealand (if the person's birth is registered in New Zealand; or the person has previously deposited a name change with Births, Deaths and Marriages in New Zealand), **or**
- outside** New Zealand (if your birth is registered overseas)

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

All first names of the new name

Surname of the new name

10. Tick **one** box
- 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 initialled, dated by yourself then witnessed by a person authorised to take a statutory declaration

Guardian 1 First names

Guardian 1 Surname

Guardian 1 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 First names

Guardian 2 Surname

Guardian 2 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)



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

by Guardian 1 Signature

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

this day of

by Guardian 2 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)

Signature - authorised person signs here
before me

Qualification of person authorised to take a statutory declaration:

(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)

Signature - authorised person signs here
before me

Qualification of person authorised to take a statutory declaration:

(Refer notes pages for authorised persons)






Part 3 - Fees and Payment details

DO NOT POST CASH

Application fee to register a name change \$ 127.70

If a certificate is required to show the new name: **Is the person's birth registered in New Zealand?**

Birth Certificate



| | | | | |
|--|---|---|---|--|
| Standard & Forest  | Standard & Beach  | Standard  | Forest  | Beach  |
| \$39.80 per set | \$39.80 per set | \$26.50 each | \$26.50 each | \$26.50 each |
| Quantity | Quantity | Quantity | Quantity | Quantity |

← Yes


→ No →

Is the person's birth registered in New Zealand?

Limited availability
Commemorative Birth Certificate celebrating 175 years since the signing of the Treaty of Waitangi

| | |
|---|---|
| Commemorative & Standard  | Commemorative  |
| \$39.80 per set | \$26.50 each |
| Quantity | Quantity |

Name Change Certificate
Only if the birth is registered overseas

| |
|---|
|  |
| \$26.50 each |
| Quantity |

Certificate fee (optional) + \$

Courier fee (optional) \$5.00 if to be delivered within New Zealand
If you wish to courier to an overseas address contact us for details ☎

+ \$

Total amount to pay = \$

I choose the following method to pay:

I enclose a New Zealand cheque, New Zealand money order or International bankdraft in New Zealand dollars made out to: The Department of Internal Affairs

Charge my credit/debit card:

VISA Mastercard Amex Prezzy Card

Card number

Expiry date

Cardholder's name

Cardholder's signature

Delivery Address, if ordering a certificate 📄

Delivery name

Flat number (if applicable) Street number Street

Suburb or rural locality

City, town or district Postcode

Country (if not New Zealand)

Part 4 - HART Register (optional)

i *Only complete and return this page if it is applicable*

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