

# 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 1987, 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 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 1987, to be in New Zealand indefinitely (e.g. as a permanent resident).

## Attach evidence if the person's birth is registered outside New Zealand

If the person's birth is registered **outside** New Zealand you must provide a certified true copy or an original of one or more documents providing evidence of the date and place of the person's birth, and of their status as a New Zealand citizen or person who is entitled, under the Immigration Act 1987, to be in New Zealand indefinitely. Please also include an official English translation of any document that is not in English.

**One** of the following is acceptable evidence for this purpose:

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

① If the birth is registered **in** New Zealand you do not need to attach any supporting documents to this application.

## 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.

#### 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 (excluding marriage) 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.


**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](http://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'.

**Australia**



**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


**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

**United Kingdom**



**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.

## 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.

## Contact Details

Births, Deaths and Marriages:

- Website [www.bdm.govt.nz](http://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](mailto:bdm.nz@dia.govt.nz)

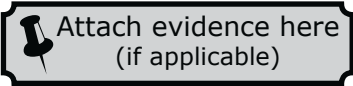
## Post the form, appropriate fee(s), and evidence (if applicable), to either of:

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). Births, Deaths and Marriages 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](http://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 on the front four 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 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 name change

Surname of most recently registered name change

### 2. Date of birth

Date of birth

D	D	M	M	Y	Y	Y	Y
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### 3. Place of birth

Town or City of birth

Country (if not New Zealand)



**If the birth is registered overseas:**

- I have attached evidence as per the notes at the start of this application

### 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

## 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

D	D	M	M	Y	Y	Y	Y
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## Part 2 - Statutory Declaration to Register a Name Change

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

## 7. Acting alone as a guardian

We are acting together to complete this declaration → Go to page 3

**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 that you have taken to contact the other guardian(s). This may include searching the electoral roles, the Internet, asking family and friends or former employers. Also state that you and all the people that know the guardian (which you have contacted) have no way of contacting them.*

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.*

The Family Court has **given consent** for me to act alone - *Attach a copy of the Family Court order (not a Parenting 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*

Describe...

*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

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

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

Tick **one** box  I/We intend to use the new name **in the future**

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

before me  Signature - authorised person signs here

Qualification of person authorised to take a statutory declaration:

(Refer notes pages for authorised persons)

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

this day of

by  Guardian 2 Signature

before me  Signature - authorised person signs here

Qualification of person authorised to take a statutory declaration:

(Refer notes pages for authorised persons)

**Complete and Return all pages**

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### Part 3 - Fees and Payment details

DO NOT POST CASH

Application fee to register a name change \$ 127.70

If you require evidence of the new name order a certificate:

**Is the person's birth registered in New Zealand?**

<p>Yes <span style="font-size: 2em;">←</span> <span style="font-size: 2em;">→</span> No</p>					
<b>Birth Certificate</b>					<b>Name Change Certificate</b> Only if the birth is registered overseas
Standard & Forest	Standard & Beach	Standard	Forest	Beach	
					
\$39.80 per set	\$39.80 per set	\$26.50 each	\$26.50 each	\$26.50 each	\$26.50 each
Quantity	Quantity	Quantity	Quantity	Quantity	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** = \$

If paying in person at one of our offices in Auckland, Manukau, Wellington or Christchurch we also accept EFTPOS and cash payments

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**

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### 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