



UNIVERSITY

THE UNIVERSITY OF
LAID

This guide provides a concise overview of the steps you'll need to take if you want to change the name that you're

So how does the application process work?

- As part of your name-change application, you'll need to provide:
 - your new name
 - any previous names used
 - the reason for changing your name.
- CBS will email you a declaration to be signed in front of a registry-approved witness. Registry-approved witnesses include:
 - justices of the peace
 - notary publics
 - police officers
 - practising solicitors/lawyers.
- When uploading your signed declaration, you'll also need to upload copies of your existing ID, all of which will need to have been certified by a registry-approved witness. Copies of your existing ID must include:
 - your original South Australian birth certificate
 - identification that shows a link between your photo and signature, such as a current passport, driver's licence, or photo identification card issued by an Australian government agency (e.g. Medicare, Centrelink)
 - identification that shows your current address, such as a driver's licence, utility account, concession card, superannuation fund statement, etc.

If you intend to change your gender marker at the same time, you'll also need to provide 'evidence of your [current] name use within the community', such as one of the following cards: Medicare; private health; Centrelink; or tertiary student ID.

What documentation will you receive?

Once your application's approved, you'll receive either:

- a legal name change certificate
- OR, if your birth was registered in the state you're making the application in, an amended birth certificate.

How long is approval likely to take?

This can vary with levels of demand, but a reasonable average is around four to eight weeks. Once you've submitted your application, though, you'll be able to get a current processing time estimate.

Can you request priority service?

Yes, but only in exceptional circumstances (for example, urgent travel), and you must provide evidence to support your priority application. For more information about priority applications, contact Deanna.Mahoney@sa.gov.au.

Step 2: Let people know

In addition to your family, friends and colleagues there's likely a huge range of organisations, administrative bodies and people that you'll need to advise of your new name as soon as possible.

Here are just some of those who might need to know.

- Us! You'll find the relevant form.
- The Australian Passport Office—if you have an existing Australian passport. You'll find information on getting a passport in your new name.
- Service SA—if you have an existing driver's licence. You'll find the relevant form. (Note that the issuing of a new licence will incur a fee.)
- The Australian Taxation Office.
- Myba.
- Centrelink.
- Dealing with SA.
- Equifax.
- Your healthcare providers (e.g. doctor; psychologist; dentist)
- Your private health insurer.
- Any employers that you work for.
- Your landlord or accommodation provider.
- Bank(s), credit union(s) and/or credit card provider(s).
- Superannuation fund(s).
- Your Internet provider.
- Mobile and/or landline phone account provider.
- Utilities—your electricity and/or gas provider.
- Any clubs or societies that you're a member of.
- Service providers or publications that you subscribe to.

Like to talk about it?

If you're in distress, or would just like to talk about the situation you're experiencing, our Student Life Counselling Support team is always here for you. So don't hesitate to reach out.

Student Life Counselling Support

Ground floor, Horace Lamb building
The University of Adelaide, North Terrace

email slcs@adelaide.edu.au

phone +61 8 8313 5663

Other helpful resources

- Tasmania SA
- SA Rail Air and Air
- University of South Australia
- Rail and Air SA
- Tasmania SA
- University of Adelaide Ph Q

Karna acknowledgement