



**THIS FORM CAN NOT BE SUBMITTED AT CANBERRA CONNECT SHOPFRONTS**

**REASON FOR CHANGE OF PERSONAL DETAILS**—Cross  all that apply.

- PART 1**—Change my details / name
- PART 2**—Update my address
- PART 3**—Update my contact phone numbers
- PART 4**—Update my employer or organisation details

**CHANGE OF NAME EVIDENCE and AUTHORISED PERSONS**

**EVIDENCE:** For changes of name please provide one of the following documents as evidence;

- Marriage Certificate;
- Change of Name Certificate;
- Divorce Papers; or
- A Deed Poll

**AUTHORISED PERSONS:** If posting this form, please include a certified copy of the change of name evidence. A list of persons who can certify your evidence are listed on page two (2) of this form.

**GENERAL INFORMATION**

**Lodge in person**

- Complete and sign 'Change of Personal Details' form.
- Change of name evidence (**if applicable**).
- Lodge at ORS Shopfront Level Ground Floor, 255 Canberra Avenue Fyshwick ACT 2609

**Lodge by post**

- Complete and sign the form.
- Obtain certified copies of all proof of identity documents (**see Change of Name Evidence and Authorised Persons**).
- Post application to "**Office of Regulatory Services, GPO BOX 158, Canberra ACT 2601.**"

**Other contact details**

General enquiries telephone number: **(02) 6207 3000** (9:00am to 4:30pm Monday to Friday)

Website address: [www.ors.act.gov.au](http://www.ors.act.gov.au)

**IMPORTANT**

It is a serious offence under section 56 of the *Working with Vulnerable (Background Checking) Act 2011* if a registered person does not tell the Commissioner of a change to their name or address with 10 days of the change happening.

**HUMAN RIGHTS**

Section 40B of the *Human Rights Act 2004* requires public authorities to act compatibly with human rights and to give proper consideration to relevant human rights in decision making. The *Discrimination Act 1991* also imposes obligations on decision makers to avoid unlawful discrimination in areas of public life.

**PRIVACY INFORMATION**

The Act authorises the Commissioner to collect the information required in this form. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). The Commissioner may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. The Privacy Act can be located at:

[www.austlii.edu.au](http://www.austlii.edu.au).



**PART 1— APPLICANT DETAILS / NAME**

Sex  Male  Female  Other Date of Birth  /  /

Last Name

Given Names

If you are changing your name, you must provide your previous name below along with evidence of the change.  
Please see 'CHANGE OF NAME EVIDENCE' on page one (1).

Previous Name

**PART 2— APPLICANT CURRENT ADDRESS**

**Current Address**  
No./Street   
Suburb  State  Post Code   
Country

**Postal Address**  
Postal Address same as above   
No./Street   
Suburb  State  Post Code   
Country

**PART 3— APPLICANT CONTACT NUMBERS**

Phone H  W  M

Email Address

**PART 4— CURRENT EMPLOYER / ENTITY DETAILS**—If more room is required, list on separate sheet, sign and submit the sheet with this application form. Additional sheet included? Yes  No

**EMPLOYER / ENTITY—1**  
Employer Name   
Position / Role   
Direct Supervisor   
Phone W  M   
Email Address

**EMPLOYER / ENTITY—2**  
Employer Name   
Position / Role   
Direct Supervisor   
Phone W  M   
Email Address

**DECLARATION and SIGNATURE**

I,  :  
Given Names (Current) Last Name (Current)

am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct.

Applicant's Signature  Date  /  /



**AUTHORISED PERSONS** - Only required if you intend to POST your application.

(1) a person who is currently licensed or registered under a law to practice in one of the following occupations:

- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - a. in a country or place outside Australia; and
  - b. authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - c. exercising his or her function in that place
- Employee of the Commonwealth who is:
  - a. in a country or place outside Australia; and
  - b. authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - c. exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court

- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - a. an officer; or
  - b. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - c. a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - a. the Parliament of the Commonwealth; or
  - b. the Parliament of a State; or
  - c. a Territory legislature; or
  - d. a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - a. the Commonwealth or a Commonwealth authority; or
  - b. a State or Territory or a State or Territory authority; or
  - c. a local government authority; with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - a. the Commonwealth or a Commonwealth authority; or
  - b. a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution