

Name Change by Statutory Declaration

BDM120

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

Notes

When to use this form

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).

Use this form if you are the person whose name is to be changed and you are aged 18 or older, or you are under 18 and are, or have been, married, in a civil union or de facto relationship.

If you have any problems filling in this form contact Births, Deaths and Marriages or consult your legal adviser.

Other name change forms:

Name Change by Statutory Declaration of person aged under 18 who has not been married, in a civil union or de facto relationship (form BDM 122).

- For changing the names of 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 changing the names of 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.

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.

Acceptable Evidence to attach to this declaration, if applicable

If your **birth is registered in New Zealand**, you do not need to attach any supporting documents to this application. However, if we cannot find your birth record from the information included in this form, we will contact you for further information.

If your **birth is registered outside of 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 your birth, and of your 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 the English language. The following documents are acceptable evidence for this purpose:

- New Zealand Citizenship Certificate; or
- New Zealand Passport (a certified copy of the bio page is sufficient); or
- New Zealand Refugee Travel Document issued under the Passports Act 1992; or
- Australian Passport or some other evidence of Australian citizenship; or
- Cook Islands, Niue or Tokelau Birth Certificate; or
- Overseas Passport **including the** permanent residence permit or returning resident's visa issued by Immigration New Zealand; or
- Letter from Immigration New Zealand confirming residence or refugee status (if the letter states your name, date and place of birth); or
- Overseas Birth Certificate **together with** a letter/permit/visa from Immigration New Zealand confirming residence or refugee status; or
- Notarial Certificate (China) **together with** a letter/permit/visa from Immigration New Zealand confirming residence or refugee status; or
- Household / Family Census Register from an Asian country **together with** a letter/permit/visa from Immigration New Zealand confirming permanent residence or refugee status.

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Notes (continued)

Guidelines about your new name

Your new name (or combination of names) may not be accepted for registration if, in the opinion of the Registrar-General of Births, Deaths and Marriages (or the Family Court on appeal):

- 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; or
- it is not a name (for example, it must not consist of or include symbols that cannot meaningfully be expressed in language).

Your new name must consist of one name that is designated to be treated as your surname or family name, and one or more other names, unless your religious or philosophical beliefs, or cultural traditions require you to bear only one name.

Please note that, if you have chosen to assume your spouse's or partner's surname (or a hyphenated combination of both of your surnames) on marriage or civil union, your Copy of Particulars of Marriage/Civil Union or Marriage/Civil Union Certificate may provide sufficient evidence. However, you may choose to complete this form if you want your new surname registered on your birth record (if your birth is registered in New Zealand) or on the name change register (if your birth is registered outside of New Zealand).

If you are married or in a civil union and want to change your first or given names only, then print your new surname as it is currently recorded on your birth registration.

Certificate showing your new name

Birth registered in New Zealand

- If your 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**.
- Complete and attach a Request for Birth Certificate or Printout Order Form (BDM 93B).

Birth not registered in New Zealand

- If your 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**.
- Complete and attach a Request for Name Change Certificate or Copy of a Statutory Declaration or Deed Poll Order Form (BDM 93N).

To request a certificate, attach the appropriate order form and fee to this application.
Order forms may be downloaded from our website www.bdm.govt.nz

Fees and our Contact Details

- Contact Births, Deaths and Marriages for the current list of fees or for any other related enquiries:
- Visit our website www.bdm.govt.nz
- Freephone 0800 22 52 52 (New Zealand only). If overseas phone (+ 64 4) 474 8150.
- Email bdm.nz@dia.govt.nz

Post the completed form, appropriate fee(s), and Acceptable Evidence (if applicable), to either of:

New Zealand	Sydney	London
Births, Deaths and Marriages Department of Internal Affairs P O 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

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, or Freephone 0800 22 52 52.

Attach
evidence,
if applicable

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Te Tari Taiwhenua

Print clearly

Initial all alterations

Tick boxes like this



1. Current name and details

1A. Evidence is attached, if applicable—refer to notes on Acceptable Evidence.

☐ Yes, I have attached Acceptable Evidence

1B. Names at birth

Your registered names at birth. If legally adopted then enter the names you were given after the adoption.

First or given names

Surname or family name

1C. Most recent name change recorded, registered or deposited in New Zealand or another country (if different from 1B Names at birth). Note that this is not a name assumed on marriage or civil union.

First or given names

Surname or family name

1D. Date of birth

 / /

If 16 or 17 years of age, I am or have been in a: (tick one box)

- ☐ Marriage } Date of marriage or civil union
☐ Civil Union } Place of marriage or civil union
☐ De facto relationship

 / /

1E. Place of birth

Place, city or town

Country (if not New Zealand)

1F. Residential street address where you usually live

Note that this is not a post office box.

Flat number, street number and name

Suburb or rural locality

City or town

Postcode

Country (if not New Zealand)

1G. Usual occupation, profession or job

If no occupation print 'no occupation'.

2. New Name

2A. Which statement is true and correct—only One Box must be ticked of the four below

I intend to abandon the names most recently included in

☐ My New Zealand birth or name change registration and will adopt my new names (as printed in 2B below),

OR

☐ The record of my birth or name change deposited in, or outside of, New Zealand and will adopt my new names (as printed in 2B below).

OR

I have previously abandoned the names most recently included in

☐ My New Zealand birth or name change registration and adopted my new names (as printed in 2B below),

OR

☐ The record of my birth or name change deposited in, or outside of, New Zealand and adopted my new names (as printed in 2B below).

2B. Print your new names in full

☐ I have read and understood the “Guidelines about your new name” in the Notes

First or given names

Surname or family name

3. If your marriage or civil union is registered in New Zealand

3A. Including your new names on your New Zealand marriage or civil union record

If you are currently married or in a civil union and your marriage or civil union is registered in New Zealand, you can choose to have your new names added to your marriage or civil union record—there is an additional fee for this service.

☐ **Yes**, I have paid the additional fee (refer to notes for our Contact Details) and request that my new name be recorded on my New Zealand registered marriage or civil union—Go to 3B Marriage or Civil Union.

☐ **Do not** record my new name on my marriage or civil union—Go to 4 Human Assisted Reproductive Technology (HART) Register.

3B. Marriage or Civil Union?

Answer for your most recent marriage or civil union if married or in a civil union more than once.

☐ Marriage

☐ Civil Union

3C. Date of marriage or civil union

 / /

3D. Place of marriage or civil union in New Zealand

4. Human Assisted Reproductive Technology (HART) Register

This section only applies to people who have provided information to Births, Deaths and Marriages for inclusion on the HART Register. If this section does not apply to you—Go to 5 Statutory Declaration.

If you are either a donor or you were born as a result of an assisted reproductive technology procedure, information about you held by Births, Deaths and Marriages on the HART Register can be updated to include your 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.

4A. Are you a donor or person born as a result of a HART procedure

- ☐ Yes, I am a donor or person born as a result of a HART procedure whose details are recorded on the HART Register.

4B. Consent for new name to be sent to clinic

If you donated an egg/sperm/embryo after 21 August 2005, information about you will also be held by the fertility clinic. We can send information about your name change to the fertility clinic, so that the clinic's records can be updated.

- ☐ Yes, I consent to my new names being sent to the fertility clinic named below that holds information about me.

Fertility clinic name

5. Statutory Declaration

Do not sign until you are in front of a person who is authorised to take a statutory declaration:

In New Zealand	Commonwealth country other than New Zealand	A country other than a Commonwealth country
<ul style="list-style-type: none">• Registrar of Births, Deaths and Marriages• Justice of the Peace• Notary Public• Person enrolled as a barrister and solicitor of the High Court• Registrar or a Deputy Registrar of the Supreme Court, Court of Appeal, High Court or a District Court• Some other person authorised by law to administer an oath	Before a Judge, a Commissioner of Oaths, a notary public, a Justice of the Peace, or any person authorised by the law of that country to administer an oath there for the purpose of a judicial proceeding, or before a Commonwealth representative, or before a solicitor of the High Court of New Zealand.	Before a Commonwealth representative, or before a Judge, or before a notary public, or before a solicitor of the High Court of New Zealand.

I solemnly and sincerely declare that the information herein is accurate and complete and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at Place, city or town Country (if not New Zealand)

this day of Day / Month / Year

by Signature of person making the declaration—*sign with your new name*

before me Signature of person authorised to take a statutory declaration

Qualification of person authorised to take a statutory declaration (e.g. Registrar of Births, Solicitor, Justice of the Peace)

6. Payment*Do not post cash**Do not include cheque fee*

Courier delivery option—Documents may be couriered to you at an additional fee (*refer to notes for our Contact Details*).

Payment details**Total \$**

I choose the following method to pay for the order:

- ☐ EFTPOS, Cash or NZ cheque if paying in person over the counter at one of our Identity Services offices
- ☐ I enclose a NZ cheque, NZ money order or International bank draft in New Zealand dollars made out to: The Department of Internal Affairs
- ☐ Charge my credit card:

☐ Visa ☐ Mastercard ☐ AMEX

Card number

Expiry date

Cardholder's name

Cardholder's signature

7. Evidence provided with this declaration, if applicable

What do you want us to do with the Acceptable Evidence you have attached?

- ☐ Return it to you ☐ Destroy it

8. Your contact details

If we have questions about this declaration we will contact you during our business hours.

Daytime phone number

Email address

9. Checklist

- ☐ I have fully completed all relevant sections and I have initialled all amendments
- ☐ I have included an original or certified true copy of my Acceptable Evidence, if applicable
- ☐ I have signed the form before a person who is authorised to take a statutory declaration
- ☐ I have included the total fee
- ☐ I have included the additional name change fee for my new name to be recorded on my New Zealand registered marriage or civil union (if required)
- ☐ I have included the applicable certificate order form and fee (if required)

**Office
Use
Only**

1 C

2 D

3 Approved date

4 Birth endorsed

5 Marriage/Civil
Union endorsed6 Name change
endorsedDocument to be
issued:7 Birth Certificate
or8 Name Change
Certificate

9 HART

10 Evidence
returned/destroyed11 Applicant
advised12 Registrar of
Electors advised

13 OTS completed

8 May 2009