



THE UNIVERSITY
of ADELAIDE

Legal name change

Quick guide



This guide provides a concise overview of the steps you'll need to take if you want to change the name that you're known and addressed by throughout society—including by us here at the University, and all official and legal bodies.

A legal-name-change application is necessary whether you want to change one name, all names, the spelling of your name, or even just the order of your existing names.

Step 1: Apply to Births, Deaths and Marriages

Anyone wishing to change names in Australia must lodge a legal name change application with the Births, Deaths and Marriages authority within the government of the state in which they were born.

Here in South Australia, responsibility for births, deaths and marriages sits within our government's Consumer and Business Services (CBS) division.

You can complete your application with CBS online [here](#).

What if you were born overseas?

You can still apply to change your name in South Australia. But you must be an Australian citizen or permanent resident, and you must have lived in this state for at least the last 12 months.

Are there any other restrictions?

Yes. CBS can only accept one name-change request from you every 12 months, and you can only change your name three times in your lifetime.

What are the costs?*

Registering a change of name for an adult or child through CBS costs A\$275.50.

Or, if you're seeking a change to your gender marker at the same time, the cost is A\$333.00.

You can pay for your registration by:

- cheque, made payable to Births, Deaths and Marriages
- money order
- credit card.

The same cost applies no matter how big or small the change to your name.

You should be aware though, that other costs will likely follow. These could include a new:

- University of Adelaide student ID card (currently A\$25)
- Testamur, if you've just graduated (A\$250)
- driver's licence (A\$20).

You may also need to pay for a new passport. But if you're changing your name due to a change of gender marker—and your current passport's expiration date is more than two years away—you will receive your replacement free of charge. You'll find details, and links to the relevant form, [here](#).

Changing your name due to changing gender identity?

You can submit your application to change your gender marker at the same time as applying to change your name, in a single form.

Keep in mind that your application will need to be supported by a signed statement from an Australian medical practitioner or psychologist to show that you've discussed your transition with them.

Full details are available [here](#).

Transitioning support

For further information on gender transitioning, including health and wellbeing resources, we recommend visiting [Trans Health SA's website](#). Founded and operated by South Australia's gender-diverse community, Trans Health SA provides a wide range of valuable information and support, including:

- contact details for health practitioners with experience and training in working with gender-diverse people
- medical and legal information
- contacts for social and support groups
- crisis support contacts.

Financial assistance

You may also be able to access financial assistance to help you cover some of the costs associated with a legal name change, through the Adelaide University Union's [Student Care](#) service.

To arrange an appointment to confidentially discuss your situation with a Student Care Education and Welfare Officer, send your request to: studentcare@adelaide.edu.au

So how does the application process work?

1. 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.
2. 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.
3. 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 [here](#).

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 [Births, Deaths and Marriages](#).

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 [here](#).
- The Australian Passport Office—if you have an existing Australian passport. You'll find information on getting a passport in your new name [here](#).
- Service SA—if you have an existing driver's licence. You'll find the relevant form [here](#). (Note that the issuing of a new licence will incur a fee.)
- [The Australian Taxation Office](#).
- [Medicare](#).
- [Centrelink](#).
- [Disability Services](#).
- [Electoral roll](#).
- 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 counsellingcentre@adelaide.edu.au

phone +61 8 8313 5663

Other helpful resources

- [Trans Health SA](#)
- [SA Rainbow Advocacy Alliance](#)
- [Uniting Communities Bfriend](#)
- [Rainbow Directory SA](#)
- [TransMascSA](#)
- [University of Adelaide Pride Club](#)

* We endeavour to ensure all costs quoted here are current and correct, but this document should be considered a guide only. Please check with all relevant authorities for up-to-date information.

Further enquiries

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Kaurna acknowledgement

We acknowledge and pay our respects to the Kaurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built. We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country and we respect and value their past, present and ongoing connection to the land and cultural beliefs. The University continues to develop respectful and reciprocal relationships with all Indigenous peoples in Australia, and with other Indigenous peoples throughout the world.