

Change of Name by Statutory Declaration

BDM120

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

Notes

When to use this declaration

Use this declaration 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 or in a civil union.

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

Other change of name forms:

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

- For births registered in New Zealand where the person whose name is to be changed is 2 years and older but under 18 years of age, and has never been married or been in a civil union; or
- For births not registered in New Zealand where the person is under 18 years of age, and has never been married or been in a civil union.

Request for Change of Name Within 2 Years of Birth (form BDM 36).

- For births registered in New Zealand where the person is under 2 years old.

Acceptable Evidence that must be attached to this declaration

You must provide a certified true copy or an original document that satisfies the Registrar-General of the date and place of your birth, that being a Birth Certificate.

If the document is not in English then you must provide a certified true copy or an original document and an official translation.

If a Birth Certificate is not available, then you must provide one of the following:

- Certificate of Identity issued under the Immigration Act 1987; or
- Confirmation of Permit Status issued by the New Zealand Immigration Service; or
- Household/ Family Census Register from an Asian country; or
- New Zealand Certificate of Citizenship; or
- New Zealand Immigration Service letter confirming residence or refugee status; or
- New Zealand Passport; or
- New Zealand Refugee Travel Document issued under the Passports Act 1992; or
- New Zealand Change of Name by Statutory Declaration/Deed Poll; or
- Notarial Certificate (China); or
- Overseas Change of Name by Statutory Declaration/Deed Poll; or
- Overseas Passport.

Certified copies of your new name

- Birth recorded 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 not recorded in New Zealand – Certified photocopies of this declaration can be made available after registration, on payment of an **additional fee**. To enable a quality copy, the form should be completed neatly.

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 this completed and signed form along with your Acceptable Evidence to

Births, Deaths and Marriages
P O Box 10-526
Wellington 6143
New Zealand

Attach
evidence here

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Please print clearly.

Please initial any alterations.

Tick boxes like this



1. Current name and details

1A. Evidence is attached

Yes, I have attached Acceptable Evidence—refer to notes for Acceptable Evidence.

1B. Name at birth

Your registered name at birth.

* If legally adopted then the name you were given after the adoption.

First or given names

Surname or family name

1C. Current name as shown on your birth registration (if different from 1B Name at birth)

Note that this is not your assumed name on marriage or civil union.

First or given names

Surname or family name

1D. Date of birth

Your date of birth as stated on the Acceptable Evidence attached to this declaration.

Day / Month / Year

1E. Place of birth

Your place of birth as stated on the Acceptable Evidence attached to this declaration.

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 current occupation, profession or job then print your most recent.

Usual occupation, profession or job

Please print clearly.

Please initial any alterations.

Tick boxes like this



2. New Name

A name is a word by which an individual person is known.

Your new name or combination of names:

- Should not cause offence to a reasonable person
- Should not be unreasonably long (should be less than 100 characters long including spaces)
- Should not without adequate justification, be, include, or resemble, an official title or rank
- Should not include punctuation marks, brackets or numbers
- Should not be a single letter.

Please note that after a marriage or civil union, partners may adopt their other partners surname by usage and reputation without going through this formal change of name process:

- *You can retain your current surname;*
- *You may take your partner's surname;*
- *Both may adopt a combination of their surnames (e.g. as a hyphenated surname).*

You can use your Copy of Particulars of Marriage/ Civil Union or Marriage/ Civil Union Certificate as evidence of the fact that you have adopted the new surname.

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.

2A. Which statement is true and correct—one box must be ticked

- I intend to abandon** the names most recently included in my birth registration and adopt my new names (as printed in 2B below).
- I have previously abandoned** the names most recently included in my birth registration and have adopted my new names (as printed in 2B below).

2B. Print your new name/s in full

3. New Zealand marriage or civil union

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

If you are married or in a civil union and that marriage or civil union is registered in New Zealand then you can have your new name included on 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

Please print clearly.

Please initial any alterations.

Tick boxes like this



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 the 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. Consent for new name to be added

- Yes, I consent to my new name being added to the information held about me on the Human Assisted Reproductive Technology 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 name 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">• Solicitor• Registrar of Births• Justice of the Peace• Government officer duly authorised to take and receive statutory declarations• Notary Public	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

this day of / /

by

before me

Please print clearly.

Please initial any alterations.

Tick boxes like this



6. Payment

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

Cardholders name

Cardholders signature

7. Evidence provided with this declaration

What do you want us to do with the birth certificate or other evidence you have provided?

- Return it to you Destroy it

8. Your contact details

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

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 (refer Notes)
- I have signed the form before a person who is authorised to take a statutory declaration
- I have included the name change 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 birth certificate fee, if my birth is registered in New Zealand (if required)
- I have included the copy of a document fee, if my birth is not registered in New Zealand (if required)

**Office
Use
Only**

- | | | | |
|--|---------------------------------|--|--|
| <input type="checkbox"/> 1 Approved date | <input type="checkbox"/> 4 C | <input type="checkbox"/> 7 Document to be issued | <input type="checkbox"/> 8 Marriage/Civil Union endorsed |
| <input type="checkbox"/> 2 Applicant advised | <input type="checkbox"/> 5 D | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> 9 Registrar of Electors advised |
| <input type="checkbox"/> 3 Evidence returned/destroyed | <input type="checkbox"/> 6 HART | <input type="checkbox"/> Certified Copy | <input type="checkbox"/> 10 OTS completed |