Application to register a name change
He tono ki te rēhita i tētahi panoni ingoa

Internal Affairs
Te Tari Taiwhenua

BDM120

Use this form to register a name change if:
- you are aged 18 or older, or
- you are aged 16 or 17 and are, or have been, in a marriage, a civil union, or de facto relationship.

Before you apply

Who can register a name change

To register a name change in New Zealand:

- 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 2009, to be in New Zealand indefinitely (for example, as a permanent resident).

Guidelines for your new name

Your new name must consist of 1 surname or last name, and 1 or more given names. If you have religious or cultural reasons to have only 1 name, use the '-' symbol to replace the name you will not use (i.e. first name or surname) and include a letter of explanation with your application.

Your name will not be accepted if it's spelled with numbers or symbols (for example, V8).

Your name may not be accepted if it's:

- offensive
- longer than 70 characters
- an official title or rank (for example, Justice).

You can still submit a name that falls into 1 of these categories.

We assess all names on a case-by-case basis and take your reasoning into account.

Timeframe

To view our current timeframes, go to govt.nz/bdmtimeframes.

Allow extra time for postage.

If you have requested a certificate showing your new name, it will be sent by post or courier after the name change is processed.

Contact details

Website: govt.nz/bdm/contactus

Email: bdm.nz@dia.govt.nz

Only use email for queries about the form.

To return the form, follow the postage instructions on page 13.

Do not email the completed form to us.

True statements

If you make, or cause to be made, any false statement or declaration you will be liable, on conviction, to a fine or up to 5 years imprisonment, or both.

Requirements

You will need to:

1. include supporting documents, and
2. make a statutory declaration.

Refer to below for further information about these requirements.

1. Documents to attach

Include an official English translation of any document that is not in the English language.

There are 3 types of documents:

- List 1 - Your eligibility to register a name change in New Zealand
- List 2 - Your current photo identification
- List 3 - Proof of the use of your identity in the community.

If your birth is registered in New Zealand: you must provide documents from Lists 2 and 3.

If your birth is registered overseas: you must provide documents from Lists 1, 2 and 3.

Contact us if you cannot meet these requirements.

List 1: Your eligibility to apply to register a name change in New Zealand

If your birth is registered in New Zealand go directly to List 2.

If your birth is registered outside New Zealand you must provide evidence of:

- the date and place of your birth, and
- your status as a New Zealand citizen or entitled, under the Immigration Act 2009, to be in New Zealand indefinitely (for example, as a permanent resident).

Provide a **certified true copy** of one (or combination if applicable) of the following documents:

- New Zealand citizenship certificate
- New Zealand passport (photo page only)
- New Zealand certificate of identity issued under the Passports Act 1992 with a letter/permit/visa from Immigration New Zealand confirming permanent resident status
- Australian passport or other evidence of Australian citizenship
- Cook Islands, Niue or Tokelau Birth Certificate
- Overseas passport including a resident permit or resident visa issued by Immigration New Zealand
- Letter from Immigration New Zealand confirming permanent residence status (only if the letter states your name, date of birth and place of birth)
- Overseas birth certificate together with a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- Notarial certificate (China) together with a letter/permit/visa from Immigration New Zealand confirming permanent residence status
- Household/Family census register from an Asian country together with a letter/permit/visa from Immigration New Zealand confirming permanent residence status

List 2: Your current photo identification

You must provide a **certified true copy** of one of the following. It must include your photo. If you are providing a document from List 1 that has your photo on it go directly to List 3.

- New Zealand or overseas passport (photo page only)
- New Zealand or international driver licence (copy of front and back)
- New Zealand or overseas firearms or dealer's licence
- New Zealand or overseas police service photo identity card
- New Zealand emergency travel document
- New Zealand certificate of identity (issued under the Passports Act 1992)
- New Zealand certificate of identity (issued under the Immigration Act 2009)
- New Zealand refugee travel document
- Overseas identity card
- 18+ card or Kiwi Access Card (issued by Hospitality New Zealand) or overseas proof of age card

A certified true copy is a photocopy that has been stamped or endorsed by an authorised person. For example, a solicitor/lawyer, notary

public, registrar of the court or Justice of the Peace. This confirms that the copy is a true copy of the original document.

If your photo identification has expired, it must have expired within the last 2 years.

If you do not have photo identification, you will also need to fill out an Identity referee declaration form (BDM76) and attach it to this application. You can find this form at: govt.nz/name-change-adult.

You must present your current photo identification or completed BDM76 form (with attached photo) to the person authorised to take a statutory declaration when you sign the declaration in front of them. They can certify your document at the same time.

List 3: Proof of your identity in the community

You must provide copies of 2 different documents that show either your birth name, married name or new name. These do not need to be certified. If possible, these documents should show the same name as shown on your photo identification. If you don't have documents showing the same name, send what you have and we will contact you if we need more information.

Accepted documents include:

- Rates notices
- Electoral roll record
- Motor vehicle registration
- Student or tertiary identity card
- Educational certificate or school report
- Trade certificate
- Steps to Freedom form
- Community Services Card
- Utility accounts (including gas, water, electricity, mobile or home phone)
- Bank statements (including savings, credit or cheque accounts)
- Lease or tenancy agreements
- Inland Revenue tax number (provide an IR card or statement)
- Confirmation of permit status from Immigration New Zealand
- Certificate of Approval or licence issued by the Private Security Personnel Licencing Authority

2. Statutory declaration requirements

A statutory declaration is a written statement signed in front of an authorised person and declared to be true.

The following people are authorised to take a statutory declaration.

In New Zealand

- Registrar of Births, Deaths and Marriages
- Justice of the Peace
- Registrar or a deputy registrar of the Supreme Court, Court of Appeal, High Court or a District Court
- Person enrolled as a barrister and solicitor of the High Court
- Any other person authorised by law to administer an oath

Commonwealth country other than New Zealand

- Commonwealth representative
- Justice of the Peace
- Notary Public
- Judge
- Commissioner of Oaths
- Solicitor of the High Court of New Zealand
- A person authorised by law to administer an oath for the purpose of judicial proceeding (examples on the next page)

Non-Commonwealth country

- Commonwealth representative
- Notary public
- Judge
- Solicitor of the High Court of New Zealand

Examples of people authorised by the law of Australia, England, Wales, Ireland, Northern Ireland and Scotland to administer an oath for the purpose of judicial proceeding:

Australia

Australian Police are not authorised to take this statutory declaration unless you are in the Northern Territory.

Australian pharmacists, optometrists and doctors are not authorised to take this statutory declaration.

- Judge
- Notary public

- Justice of the Peace
- Solicitor of the High Court of New Zealand
- Australian legal practitioner
- Court clerk or registrar who certifies their authority to take an oath for a judicial proceeding
- Commonwealth representative

Also, if in South Australia

- Commissioner for Affidavits

Also, if in Western Australia

- A mining registrar appointed under the Mining Act 1978

Also, if in Northern Territory

- Commissioner for Oaths (by personal appointment)
- Member of the Legislative Assembly
- Member of the house of the Parliament of the Commonwealth elected to represent the Territory or a constituency in the Territory
- Member of the police force who is 18 years or older

Also, if in Queensland

- Commissioner for Declarations
- Conveyancer

England or Wales

- Judge
- Comissioner of Oaths (by personal appointment)
- Notary public
- Justice of the Peace
- Solicitor of the High Court of New Zealand
- Solicitor
- Barrister
- Legal executive
- Licensed conveyancer
- Court clerk or registrar who certifies their authority to take an oath for a judicial proceeding
- Commonwealth representative

Ireland or Northern Ireland

- Judge
- Notary public
- Justice of the Peace
- Solicitor
- Court clerk or registrar who certifies their authority to take an oath for a judicial proceeding
- Commonwealth representative
- Solicitor of the High Court of New Zealand

Scotland

- Judge
- Notary public
- Justice of the Peace
- Commonwealth representative
- Person authorised by the law of that country to administer an oath for the purpose of a judicial proceeding
- Solicitor of the High Court of New Zealand

Privacy statement

The information provided on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 2021 (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). The Department of Internal Affairs 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 govt.nz/bdm or freephone 0800 22 52 52. The information collected in your application may be used in statistical analysis and reporting for service improvement and business management purposes. Personal information will only be used where necessary for those purposes.Data is stored, accessed and retained in accordance with our Privacy Policy, Information Management Policy, and the DIA Code of Conduct which incorporates our ICT and security policies, and in compliance with the Privacy Act 2020 and the Public Records Act 2005.

Fees statement

All fees are correct as at the form version date. All fees are in New Zealand dollars.

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Instructions:

- You can complete this form by hand or on-screen using Adobe Reader.
- You can use the Tab key to move to the next fillable form field in Adobe Reader.
- You must still print off the application and sign where applicable by hand.
- When you see this icon it means you need to take extra care with your answers.

Please read the 'Before you apply' section (pages 1–4) of this application form carefully before you start. If your application is not correct and complete, your application may be delayed or unsuccessful.

1. My old name

1a. Name at birth

This is the name on your birth certificate. If legally adopted, enter the names you were given after adoption.

All first and middle names

Surname or family name

1b. Name from previously registered name change (if applicable)

This applies if your current name is different from your name at birth due to a registered name change. It does not apply if you have assumed a surname on marriage or civil union, even if that surname was included on your passport.

All first and middle names

Surname or family name

2. My date of birth

Date (dd/mm/yyyy)

3. My place of birth

Town or city

Country (if not New Zealand)

Indicate which documents you have attached (refer to pages 2–3):

- ☐ My birth is registered in New Zealand, so I have attached documents from Lists 2 and 3
- ☐ My birth is registered outside New Zealand, so I have attached documents from Lists 1, 2 and 3

4. My contact details

Phone number

Email

5. Return of documents

Indicate whether you want your attached documents to be:

- ☐ Securely destroyed
- ☐ Returned to you

6. **(If 16 or 17 years of age)** I am, or have been, in a:

- ☐ Marriage ▶ Fill in date and place fields below
- ☐ Civil union ▶ Fill in date and place fields below
- ☐ De facto relationship

Date of marriage or civil union (dd/mm/yyyy)

Place of marriage or civil union

The next section is the Statutory Declaration. You will need to sign it in front of an authorised person. Refer to pages 3-4 for the list of people authorised to take a Statutory Declaration.

Statutory declaration

Take care completing this statutory declaration as you may be required to do it again if there are errors. All corrections must be:

- initialled
- dated, and
- witnessed by a person authorised to take a statutory declaration.

7. I,

Enter the name you are currently known by.

Full name

8. of

Enter your residential address. This cannot be a PO Box.

Street number and name

Suburb

Town or city

Country

9. a

Enter your occupation. For example, 'Landscape gardener' or 'Home-maker'. If you have no occupation, enter 'No occupation'.

Occupation

solemnly and sincerely declare that:

- I authorise any necessary additional enquiries including the disclosure of personal information about myself or the person whose name is being changed for the purpose of determining eligibility for this name change application. My authorisation includes any information held by the Department of Internal Affairs or another NZ government agency.

10. The name I want to register is:

Refer to the 'Guidelines for your new name' on page 1.

All first and middle names of new name

Surname or family name of new name

If you are married or in a civil union

Surname assumed through marriage or civil union

Generally, you do not need to register the surname you assumed through your marriage or civil union. This is because organisations may acknowledge your new surname using some other evidence. For example, your marriage certificate.

You also cannot register if you change back from using your assumed surname to using your birth surname.

Only changing your first name(s)

If you are married or in a civil union and only want to change your first name(s), enter the surname of your new name as it is currently recorded on your birth registration. Do not print the surname you assumed through marriage.

11. Declaration

I declare that once I am notified this name change is approved, I intend to use my new name instead of my current registered name.

☐ If you are already using your new name, tick this box

12. Fill out and sign this section before a person authorised to take a statutory declaration

(Refer to pages 3–4 for the list of authorised people.)

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 (Town or city, and country if not in New Zealand)

this day of (dd/mm/yyyy)

by (Signature of applicant)

13. The person authorised to take a statutory declaration must complete this section

They must also certify a true copy of the applicant's original photo identification document from the list on page 2.

I am satisfied of the applicant's identity because (tick one):

☐ I have sighted the applicant's original photo identification document from the list on page 2 (write document name and number below).

If the photo identification has expired, it must have expired within the last 2 years.

Document name (e.g. New Zealand passport)

Document number (e.g. Passport number)

☐ I have sighted the applicant's photo on a fully completed BDM76 Identity Referee form.

Signature (Authorised person signs here)

Full name of authorised person

Qualification of authorised person

End of Statutory Declaration. Continue to sections 14-20 of the form.

14. Human Assisted Reproductive Technology Register (HART)

Are you a donor or person born as a result of a HART procedure?

☐ Yes ▶ Fill in this section.

☐ No ▶ Go to Section 15.

This section applies if you were born as a result of an assisted reproductive technology procedure using donated sperm, eggs or embryos through a fertility clinic. If the information has been provided to Births, Deaths and Marriages for inclusion on the HART Register, it will 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.

Donation made after 21 August 2004

If your birth occured as a result of a donation made after 21 August 2004, information will be sent to a fertility clinic. We can send information about the name change to the fertility clinic. They can then update their records.

☐ Yes, I consent to my new name being sent to the fertility clinic named below that holds the information:

Fertility clinic name

15. Fees

The application fee to register a name change is $180.

16. Name change certificate (additional fee)

You can order a name change certificate if:

- your birth is registered outside New Zealand, and
- you need a certificate that shows your new name.

If you do not need a certificate to prove your new name, this is optional.

Enter quantity:

☐ Name change certificate  $35

17. **Birth certificate** (additional fee)

You can order a birth certificate if your **birth is registered in New Zealand** and you need a certificate that shows your new details.

If you do not need a certificate to prove your new name, this is optional.

There are several types and packages of birth certificate that you can select from.

Enter quantity:

☐	Standard certificate		$35
☐	Forest style decorative certificate		$37
☐	Beach style decorative certificate		$37
☐	Two certificate package: beach style decorative and standard		$58
☐	Two certificate package: forest style decorative and standard		$58

18. **Note your new name on your New Zealand marriage or civil union record** (additional fee)

You can have your new name noted on your marriage or civil union if:

- you are currently married or in a civil union, and
- your marriage or civil union is registered in New Zealand.

This will cost $58. You can also order a marriage or civil union certificate. This will cost $35.

Select boxes that apply:

☐	I want my new name noted on my New Zealand marriage or civil union	$58
☐	I would like to order a new marriage or civil union certificate after my new name is noted on my New Zealand registered marriage or civil union	$35

Details of your most recent marriage or civil union:

☐ Marriage

☐ Civil union

Date of marriage or civil union (dd/mm/yyyy)

Place of marriage or civil union

19. Delivery of name change, birth or marriage/civil union certificate (if applicable)

Select a delivery method:

Courier costs are subject to change due to inflationary and industry cost pressures. These costs also include a low-value goods levy (where applicable).

☐ I want the certificate(s) sent by standard post	$0.00
☐ I want the certificate(s) couriered to a New Zealand address	$7.00
☐ I want the certificate(s) couriered to an overseas address	$26.00 to $68.00

Australia:	$26.00	Bulgaria, Bosnia-Herzegovina, Cyprus,	
Asia, Pacific:	$36.00	Croatia, Greece, Libya, Macedonia, Malta,	
United Kingdom:	$53.00	Pakistan, Switzerland, Serbia, Ukraine	$68.00
USA:	$50.00	Russia, Iran, Belarus, (delivery via	
Europe		MFAT post):	$64.00
(excluding countries listed):	$54.00	Rest of world:	$62.00

Enter delivery details:

This is the address that the completed certificate will be sent to.

Delivery name

Street number and name

Suburb

Town or city

State or province (if not New Zealand)

Postcode

Country

Contact phone number

Email address

Complete the payment section on the last page of the form.

20. Payment

Do not post cash or card. Do not email credit card details.

Charge my credit or debit card (Visa, MasterCard, American Express, Prezzy Card)

Card number

Card expiry date

		/		

Name on card

Cardholder signature

Next steps

Print and sign the form.
Post the form, appropriate fee(s), and documents to one of our offices.

New Zealand office:
Name Change Team
Births, Deaths and Marriages
Department of Internal Affairs
PO Box 10-526
Wellington 6140
New Zealand

Sydney office:

Births, Deaths and Marriages
Department of Internal Affairs
GPO Box 365
Sydney
New South Wales 2001
Australia

London office:

Births, Deaths and Marriages
Department of Internal Affairs
1 Pall Mall East
London SW1Y 5AU
United Kingdom