

Information Bulletin No 28

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Change of Name of a Registered Proprietor

People sometimes choose to use a new name. This can happen after an event, such as marriage or separation, or just because the person wants to have a new name. All adults are entitled to change their names. At common law, all you need to do is start using your new name. There are no forms or other requirements.

However, it is often necessary to prove that you have changed your name. For example, when you apply for a passport, a bank loan or a driving license. For married people, your marriage certificate is usually good enough but in other cases, the department or bank will want to see proof that you have changed your name. They often want to see that you have registered the change.

Registry of Births, Deaths and Marriages

In New South Wales, the government office responsible for registering the change of a person's name is the Registry of Births, Deaths and Marriages. You can get information on how to register your change of name by calling 1300 655 236 or from their website, www.bdm.nsw.gov.au under "Changing Your Name".

It is no longer possible to register a change of name in the General Registry of Deeds at the Land and Property Information NSW (LPI) office in Sydney (formerly the Land Titles Office).

Changing your property records

Once you have changed your name, you might want to change other records. In some cases you must change these records. If you want to change your land ownership records, you can do so at the LPI office at 1 Prince Albert Road, Queens Square, Sydney.

You can have your records changed any time you want. This is recommended if you own a property and your name is to remain on title. If you are selling the property, you do not have to change the records. All you have to do is give the buyer a statutory declaration saying that you are the same person as the one shown in the ownership records. If you are going to register a mortgage, lease, easement or other dealing where you are not selling the property it is also sufficient to provide a statutory declaration saying that you are the same person as the one shown in the ownership records.

There is a special change of name form for land ownership records (Form 10 CN Application to Record a Change of Name). You need to fill out that form and also a Notice of Sale form. Both forms are available from the LPI office in Sydney or law stationers (see the Yellow Pages). You need to bring those forms, together with the lodgment fee and your certificate of title to the LPI office. For companies and other organisations, you will also need the official certificate of registration of change of the company's name.

For more details on how to register a change of name, call LPI on 9228 6713 or visit the website www.lpi.nsw.gov.au and look under “Conveyancing, Dealings and Plan Information” and then “Dealings”.

Inquiries relating to dealings may be made in person at the Client Service Counter, ground floor, Land and Property Information, 1 Prince Albert Road, Queens Square, Sydney or by telephone on 9228 6713 or fax 9223 9464.

Des Mooney
General Manager

Document Registration Services

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