



# Circular

Division: Land and Property Information  
No: 2009/08  
Date: August 2009 (Reissued September 2009)

## **New change of name requirements**

LPI will be introducing new procedures relating to the registration of changes of name from Monday 5 October 2009. From this date, two forms of documentary evidence must be provided on lodgment of a Change of Name (form 10CN) where the parties changing their name will remain on title following registration.

In addition, the previous practice of accepting a statutory declaration as an alternative to lodgment of a change of name form will cease where the parties changing their names will continue to be registered on title.

## **What supporting evidence will be required from individuals?**

Originals or certified copies of two forms of evidence will be required, one from list A and one from list B below:

### **List A**

1. Australian Birth Certificate (full or extract)
2. Australian Citizenship Certificate
3. Change of Name Certificate issued by the Registry of Births Deaths & Marriages
4. Marriage Certificate

### **List B**

1. Current Driver Licence
2. Current Passport
3. Current NSW Photo Card issued by RTA
4. Current Bank Statement

## **What supporting evidence will be required from organisations such as companies and financial institutions?**

Companies, financial institutions and other non-government organisations must provide evidence of a change of name by way of a certificate of incorporation under the Corporations Act 2001, or equivalent evidence under other legislation.

## **What will LPI do with this evidence?**

LPI will make copies of any original documents and return them to the lodging party. Copies of evidence provided will be maintained in LPI's records but will not be made available for public inspection. Dealing images of registered changes of name will not include images of the evidence provided.

**Will a Change of Name form 10CN be required when a party whose name has changed is disposing of an interest in land?**

No. A Change of Name form will not be required when the registered parties are being removed from title eg by a transfer. In this case a statutory declaration explaining the discrepancy in names will suffice.

**Why are these changes being introduced?**

The changes are being introduced as one of a range of LPI initiatives aimed at reducing the risk of fraudulent land transactions.

**Further information**

Inquiries may be directed to John Fitzgerald, Document Registration Services by telephone on (02) 9228 6986 or by email to [feedback@lands.nsw.gov.au](mailto:feedback@lands.nsw.gov.au).

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