

CHANGE OF NAME



GLENORCHY
CITY COUNCIL

Use this form if:

- You have changed your name (for example, by marriage, divorce or deed poll)
- You wish to have your changed name recorded in our customer records, and
- Your request does not relate to a property that is held in your old name.

PLEASE NOTE:

Council is unable to change your name on our property records until the title records for the property held by the Tasmanian Land Titles Office have been updated. Please contact the Land Titles Office for information on how to change your name on property title records:

Land Titles Office

Level 1, 134 Macquarie Street

Hobart TAS 7000

Phone: 03 6165 4444

Email: titles.enquiries@dpipwe.tas.gov.au

Details of Name Change

Name (former)		DOB	
Name (new)			
Address			

Supporting Documentation

In order for us to process your application, we require one document from each of the following categories:

1. Evidence of your changed name (original, or <u>certified</u> copy)	Marriage Certificate (issued by the Registry of Births Deaths and Marriages) Divorce Paper (issued by a Court) Certificate of change of name (issued by the Registry of Births Deaths and Marriages) Deed Poll (issued by the Registry of Births Deaths and Marriages)
2. Evidence of your new identify	Drivers' licence Proof of Age/Pensioner' Card Credit or Debit Card Medicare Card

Signed (Applicant): _____

Date: _____

By signing I authorise Glenorchy City Council to update my details listed within this form.

OFFICE USE ONLY

Evidence of Name Change (document type)		Original <input type="checkbox"/> Cert copy <input type="checkbox"/>	Reference No:
Identification (type)			Reference No: Expiry Date:
Processed By			Date:
Registered in ECM			

PRIVACY NOTICE:

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.