

Tono tiwhikete huri ingoa tangata o Aotearoa

Request for New Zealand name change certificate



Te Tari Taiwhenua
Internal Affairs

BDM93N

The easiest way to order a certificate is online at govt.nz/bdm.

Hei mua i te tononga Before you apply

Were you born overseas?

A name change certificate is only available if you were born overseas and you registered a name change in New Zealand after 25 January 2009.

If the name change occurred before 25 January 2009 you can only be issued with an official copy of the name change document. You need to fill in a different form for this. Contact us for the form.

If you were born or had your birth registered in New Zealand you need to order a birth certificate instead. You can do this online at govt.nz/bdm.

Do you want to use the certificate outside New Zealand?

When you need to use a New Zealand certificate in another country, you might be asked to get the document apostilled or authenticated. Apostilles and authentications are certificates that prove the signature, stamp or seal on a document is genuine.

If you want to use the certificate overseas, go to govt.nz/authentications to find out more information.

If you want to order by post or courier

Complete this form by hand or on-screen using Adobe Acrobat Reader. Print and sign the form by hand. Send the completed form and any required documents to us. Our address is on the last page of this form.

Fees and entitlements statement

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

Timeframe

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

If you have ordered a certificate, it will be sent by post or courier. Allow extra time for postage.

Contact details

Website: govt.nz/bdm/contactus

Email: bdm.nz@dia.govt.nz

Only use email for queries about the form. Do not email the completed form to us.

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How to answer this form:

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

Section 1: Your details and declaration

This section is about you — the person who is ordering the certificate.

You need to provide some basic information about yourself. This is so we know who is requesting the record. Your name will then be recorded in the access register.

1. Your name

First and middle names

Surname or family names

2. Your name at birth (if different)

First and middle names at birth

Surname or family names at birth

3. Your birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

4. Sign and date

I declare that the information above is true and correct. I understand that any person who makes a false statement will be liable on conviction to a fine or imprisonment, or both. I understand the information on this form is collected under the Births, Deaths, Marriages, and Relationships Registration Act 2021. As part of processing my request, I understand that my identification details will be checked against other records held by the Department of Internal Affairs or other government agencies, as authorised by law. I understand that my name will be recorded on the access register for any non-historical certificates that I order.

Signature

Date signed (dd/mm/yyyy)

Continue to next page of this form.

Section 2: Proof of identity

This section is about you — the person who is ordering the certificate.

We check your details in this form against another identity record.

If you are ordering the certificate on behalf of another person, you will also need to provide their details on page 6 to page 7.

5. Choose one of the following to confirm your identity

(Tick one)

- ☐ I was born in New Zealand
- ☐ I am ordering my own name change certificate
- ☐ I was married or entered into a civil union in New Zealand (provide details below):

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

Town or city of marriage or civil union

- ☐ My child was born in New Zealand (provide details below):

Child's date of birth (dd/mm/yyyy)

Child's full name

- ☐ I am including a copy of one of the following identity documents:
 - Passport (New Zealand or overseas)
 - Driver licence (New Zealand or overseas)
 - Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
 - New Zealand firearms or dealer's licence
 - New Zealand refugee travel document
 - New Zealand emergency travel document
 - New Zealand certificate of identity (issued by Immigration New Zealand)
 - New Zealand certificate of identity (issued under the Passport Act 1992)
 - Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

6. Are you ordering this certificate or copy of record on behalf of another person or a company?

(Tick one)

- ☐ No ► Go to 'Section 3: Name change certificate details' on page 8.
- ☐ Yes, I am acting on behalf of a company ► Include a signed request on company letterhead, then go to 'Section 3: Name change certificate details' on page 8.
- ☐ Yes, I am acting on behalf of another person ► Continue to the next question.

7. I am acting on behalf of someone else because: (tick one)

- ☐ I have written authority
- ☐ I have power of attorney
- ☐ I am the executor, administrator, or trustee of a deceased person's estate.

Attach a copy of the document that gives you authority to act of behalf of the other person.

8. Details of the person you are acting on behalf of

8a. Person's name

First and middle names

Surname or family names

8b. Person's birth details

Date of birth (dd/mm/yyyy)

Town or city of birth

Country of birth

9. Choose one of the following to confirm the identity of the person you are acting on behalf of

(Tick one)

- ☐ They were born in New Zealand
- ☐ They were married or entered into a civil union in New Zealand (provide details below):

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

Town or city of marriage or civil union

- ☐ Their child was born in New Zealand (provide details below):

Child's date of birth (dd/mm/yyyy)

Child's full name

- ☐ I am including a copy of one of the following identity documents:

- Passport (New Zealand or overseas)
- Driver licence (New Zealand or overseas)
- Kiwi Access Card or 18+ Card (issued by Hospitality New Zealand)
- New Zealand firearms or dealer's licence
- New Zealand refugee travel document
- New Zealand emergency travel document
- New Zealand certificate of identity (issued by Immigration New Zealand)
- New Zealand certificate of identity (issued under the Passport Act 1992)
- Steps to Freedom document (issued by Department of Corrections)

Do not send the original identity document.

Section 3: Name change certificate details

This section is about the person whose name change certificate you are requesting.
The information you provide will help us to find the record.



10. Details of the person that had the name change (required)

10a. Current name

First and middle names

Surname or family names

10b. Name at birth

First and middle names

Surname or family names



11. Date of birth (required)

Date of birth (dd/mm/yyyy)

12. Place of birth (if known)

Town or city of birth

Country of birth

13. Year of name change (if known)

Year of name change (approximately)

14. Other information (optional)

Other information (for example, RG or registration number)

Section 4: Fees and delivery

15. Quantity and fees



Name change
certificate

Enter quantity:

<input type="text"/>	Name change certificate The certificate will be sent folded.	\$33
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If the record cannot be found, we will contact you for more information to try to locate it.
If the record still cannot be found, a search fee of \$25 will apply and this is non-refundable from fees already paid.

16. Delivery

16a. Select a delivery method:

<input type="checkbox"/>	I want the certificate(s) sent by standard post	\$0
<input type="checkbox"/>	I want the certificate(s) couriered to a New Zealand address	\$5
<input type="checkbox"/>	I want the certificate(s) couriered to an overseas address	\$15 to \$30
Australia, Asia, Pacific: \$15		
USA: \$20		
UK, Europe (unless listed here): \$25		
Rest of world: \$30		
Rest of world includes: Azerbaijan, Armenia, Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Georgia, Macedonia, Malta, Moldova		

16b. Enter delivery details:

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 payment details on last page of this form.

17. 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

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Card expiry date

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Name on card

Cardholder's signature

Next steps

Print and sign the form.

Send the form and any required documents to us.

Postal address

Certificate Team
Births, Deaths and Marriages
PO Box 10526
Wellington 6140
New Zealand

Courier address

Certificate Team
Births, Deaths and Marriages
Department of Internal Affairs
Level 2
7 Waterloo Quay
Wellington 6011
New Zealand