

# Changing your name on your title



## Info Sheet

www.nswlrs.com.au

November 2017

If you have changed your name since you were recorded as an owner on a land title, you can apply to NSW Land Registry Services (NSW LRS) to have your new name registered on title. You will also need to supply evidence to NSW LRS to support the change. NSW LRS will issue a new Certificate of Title showing your new name after registration.

### **What you need to lodge at NSW LRS**

You need to lodge:

1. A completed Change of Name form 10CN
2. A completed Notice of Sale (NOS) or Transfer of Land form
3. Your Certificate of Title; and
4. Originals or certified copies of documentation that meets all of the requirements in one of the categories in the table on page 3 for the party whose name is to be changed. Copies of documents must be certified as a true copy of the original by a Justice of the Peace or a solicitor.

The documents produced must be current, except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years.

### **What you need to provide to NSW LRS if you have changed your name by marriage**

You must complete part 2 of the statutory declaration on Change of Name form 10CN stating the date and place of your marriage and the name of your spouse. You must attach a copy of the Marriage Certificate issued by the Registry of Births, Deaths and Marriages to the form. The copy must be certified by a Justice of the Peace or solicitor to be a true copy.

You must also provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

### **What you need to provide to NSW LRS if you have changed your name after a divorce**

You must complete part 3 of the statutory declaration on Change of Name form 10CN stating that you have changed your name due to divorce and the date of divorce.

You must also provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

### **What you need to provide to NSW LRS if your change of name is recorded at the Registry of Births, Deaths and Marriages**

You must complete part 3 of the Statutory Declaration on Change of Name form 10CN stating that you recorded your change of name at the Registry of Births, Deaths and Marriages. You must attach a full copy of your Change of Name Certificate to the form. The copy must be certified by a Justice of the Peace or solicitor to be a true copy.

You must also provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

### **What you need to provide to NSW LRS if you changed your name by naturalisation**

You must complete part 3 of the statutory declaration on Change of Name form 10CN stating that you changed your name by naturalisation and the date and place that the naturalisation took place. You must attach a copy of the naturalisation certificate to the form. The

copy must be certified by a Justice of the Peace or solicitor to be a true copy.

You must also provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

### **What you need to provide to NSW LRS if you were born overseas and have changed your name**

You must provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

Depending on the evidence provided, NSW LRS may require further evidence.

### **What you need to provide to NSW LRS if you have not formally registered your change your name anywhere**

Where you have adopted and exclusively used a new name for a period of at least one year without formally registering this change, you are considered to have changed your name by 'use and repute'. You must state the full circumstances under which you have used your new name at part 3 of the statutory declaration on Change of Name form 10CN.

You must also provide documentary evidence from the table on page 3. All requirements in one of the categories must be met as a minimum.

### **Companies, financial institutions and other non-government organisations**

Evidence of a change of name must be given by way of a Certificate of Incorporation under the Corporations Act 2001, or other appropriate evidence of the change of name under the relevant legislation.

### **What you need to provide to NSW LRS if you are transferring ownership of a property where the land title records you as an owner under your former name**

You do not need to lodge a Change of Name form 10CN or any documentary evidence from the table on page 3. You must lodge a Statutory Declaration with the transfer documents describing the name change.

## **Locating your Certificate of Title**

The current edition of the Certificate of Title to your land will need to be lodged with your Change of Name and Notice of Sale form.

If your property is mortgaged, you will need to contact your lender and ask them to produce your Certificate of Title at NSW LRS to allow registration of your change of name. Your lender will advise you of their costs and procedures for producing your title.

## **Notice of Sale or Transfer of Land Form (NOS)**

For a change of name, you must complete Panels 1, 2 and 5 on the Notice of Sale form. Information on the NOS form is used to notify Council and other rating authorities of your change of name.

You can complete and lodge your NOS online using NSW LRS' electronic notice of sale form (eNOS) from the NSW LRS Online portal <http://online.nswlrs.com.au>

## **Where to lodge your documents**

You can lodge your documents at:

NSW Land Registry Services

1 Prince Albert Road, Queens Square

Sydney NSW 2000

A lodgment fee is payable.

The Conveyancing Rules standardised formal verification of identity and authority (right to deal) requirements. All requirements in one of the categories below must be met as a minimum:

Category	Minimum Document Requirements
	<b>For Persons who are Australian citizens or residents:</b>
1	Australian Passport or foreign passport plus Australian drivers licence or Photo Card plus change of name or marriage certificate if necessary
2	Australian Passport or foreign passport plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
3	Australian drivers licence or Photo Card plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
4	<p>a) Australian Passport or foreign passport plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary.</p> <p>b) Australian Passport or foreign passport plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary</p>
5	<p>a) Identifier Declaration plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary.</p> <p>b) Identifier Declaration by a Person specified in Verification of Identity Standard paragraph 4.4(e) plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary.</p> <p><i>Note: Refer to Verification of Identity Standard paragraph 4. *</i></p>
	<b>For Persons who are not Australian citizens or residents:</b>
6	<p>a) Foreign passport plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary</p> <p>b) Foreign passport plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary.</p>

**\*Paragraph 4.4(e) Schedule 8 NSW Participation Rules for Electronic Conveyancing Note:**

Marriage Certificate from Registry, Births, Deaths and Marriages must be provided. A ceremonial marriage certificate is not acceptable as supportive evidence.

A document containing text in a foreign language must be accompanied by an English translation. The translation must be signed on each page by the interpreter and be identified as an accurate translation of the document.

## Identifier Declaration

If categories 1 to 4 cannot be met, Category 5(a) may be used with an Identification Declaration. An Identifier Declaration certifies the identity of the person being referenced. The identity of the declarant must be supported by original or certified copies of documentation that meets all of the requirements in one of the categories numbered 1 to 4 in the table on page 3.

The Identifier Declaration is in the form of a Statutory Declaration detailing the following:

- the Identity Declarant's name and address; and
- the Identity Declarant's occupation; and
- the Identity Declarant's date of birth; and
- the nature of the Identity Declarant's relationship with the Person Being Identified; and
- that the Identity Declarant is not a relative of the Person Being Identified; and
- that the Identity Declarant is not a party to the Conveyancing Transaction(s) the Person Being Identified has or is entering into; and

- the length of time that the Identity Declarant has known the Person Being Identified; and
- that to the Identity Declarant's knowledge, information and belief the Person Being Identified is who they purport to be.

If category 5(a) cannot be met, Category 5(b) may be used. The Identifier Declaration must be made by a person who is an Australian Legal Practitioner, a Bank Manager, Community Leader, Court Officer, Doctor, Land Council Officeholder, Licenced Conveyancer, Local Government Officeholder, Nurse, Public Servant or Police Officer.

For more information refer to Paragraph 1, Schedule 8 in NSW Participation Rules for Electronic Conveyancing.

NSW LRS will make copies of any original documents and return them to the lodging party. Copies of evidence provided will be maintained in NSW LRS records but will not be made available to the public.

## Further information

Further information can be obtained by visiting our website: [www.nswlrs.com.au](http://www.nswlrs.com.au).

Or contact the NSW LRS Customer Service Centre on T: 1300 052 637 or email [GeneralEnquiry@nswlrs.com.au](mailto:GeneralEnquiry@nswlrs.com.au).

**Disclaimer** This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material. © November 2017 | NSW LRS