

Request for Amendment to Personal Information Form

Applicant's Details:

Applicant Name:	
Date of Birth:	
Address:	
Phone:	

Reason for Requesting Amendment to Personal Information:

<input type="checkbox"/> Incorrect Spelling on College Records	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Marriage
<input type="checkbox"/> Change of Rank or Title – Please Specify: _____		
<input type="checkbox"/> Other - Please Specify: _____		

Comments: _____

Identification (ID) Required:

Your request cannot be processed until certified documentary evidence is provided. Documentary evidence must be in the form of a certified copy bearing the signature of a Justice of the Peace **attached to this form**. Alternatively the original document can be brought into the College to be certified.

If you are applying for a correction to date of birth, minor name change, including addition of a middle name, a spelling correction or a change of name order, evidence can be a:

- Birth Certificate or
- Australian Drivers Licence or
- Change of Name Certificate or
- Australia Photo ID Card.
- Passport or

If you are applying for a full name change after legally changing your name, evidence must be a:

- Change of Name Certificate or
- Primary form of photographic ID reflecting new name and
- Primary form of photographic ID reflecting old name e.g. passport.

If you require a name change after marriage or divorce, evidence must be a:

- Marriage /Divorce Certificate.

If you are applying for a correction or change of gender record, evidence must be either a:

- Passport or
- Birth Certificate.

Declaration:

I certify that all information on this form is correct including any attached supporting documentation and certificates.

Applicant's Signature: _____ Date: _____

Student USI No. (if a student) _____ **Note:** application forms not signed will not be accepted.

Office Use Only:

Received by: (Office use only) _____	Date: (Office use only) _____
Comments and action taken: _____	
This form is filed with the applicant's records.	