

Request for Amendment to Personal Information Form

Applicant's details:

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

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: _____

Note: this form is filed with the applicant's records.