Change of Name Application Form

Complete this form and attach your change of name certificate and 100 points of identification in your new name.

1. Current Details

| Student number
| Title
| First Name
| Middle Name
| Family Name
| Date of birth
| Email
| Contact No. |

2. New Details

| Title
| First Name
| Middle Name
| Family Name |

Documents provided in evidence of legal change of name must meet 100 point check in the new name (see page 2)

I have read the instructions on this form and confirm I would like to have my name changed on my student record.
I am aware that ACAP Student Handbook is available online at www.acap.edu.au. By signing this form I acknowledge that I have read and understood the policies, procedures and terms set out in the ACAP Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.

I declare that the information I have provided on this application is true and correct.

\( X \) \[ \text{Date:} \]

(Sign here)

Please scan and email to registraroffice@navitas.com, fax to 02 9964 6370, post to Locked Bag 11, Strawberry Hills NSW 2012, or return this application and supporting documentation to Student Administration at your relevant campus.
Proof of Identity Documentation

The following lists set out the value of each document according to the 100 point check:

70 points
- Birth Certificate, extract or birth card
- Citizenship Certificate
- Current Australian Passport
- Current Australian Visa
- Change of Name Certificate (State Government)

40 points
- Current ATM or credit card showing your name and signature
- Current Australian Driver’s Licence
- Divorce Papers
- Marriage Certificate
- Educational Certificate
- Mortgage Papers
- Current Overseas Passport
- Registration Certificate from a Professional Board

20 points
- Current Student ID card from another educational institution
- PAYG Payment Summary (less than two years old)
- Current Insurance Renewal
- Current Tenancy Agreement of Lease
- Current Medicare Card
- Current Motor Vehicle Registration
- Current Proof of Age Card
- Rates Notice (less than 12 months old)
- Utility Account (less than 12 months old)

10 points
- Electoral Enrolment
- Current Health Insurance Card
- Taxation Notice of Assessment
- Employment records

At least one of the documents must show the applicant’s signature, photograph and preferably their current address.