

## 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](http://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**

Date:

**(Sign here)**

Please scan and email to [registrarsoffice@navitas.com](mailto:registrarsoffice@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.