



CHANGING NAMES & ADDRESSES ON CERTIFICATES OF TITLES

A guide to
preparing the documents

Preparing an **Application to Change Names and/or Addresses**

This step-by-step guide is designed to show you how to prepare and lodge an application to change the name and/or address details appearing on a Certificate of Title.

If you are completing the forms yourself, we advise you to exercise great care as the documents involved are legally binding. A competent professional, such as a solicitor or settlement agent, should prepare any complex land transaction documents.

This type of application should only be made in the following instances:

- If you have legally changed your name with the Registrar General by Deed Poll / Licence / Change of Name,
- Would like to revert back to your maiden name following divorce,
- There was a mistake made in the original documentation,

then this brochure explains how you can apply to have amendments made.

What you should know about Certificates of Title

Certificates of Title, otherwise known as Title Deeds, are issued by Landgate with **one original and one duplicate copy**. The original is always kept at Landgate. The duplicate copy is normally held by the registered proprietor (owner) or by a lending institution as security for a loan.

The important difference between these two Title Deeds is that the duplicate Certificate of Title **does not include all encumbrances** such as caveats and property (seizure and sale) orders. They are, however, **always listed on the original Certificate of Title** that is kept at Landgate.

All encumbrances need to be included in most documents pertaining to land transactions. For this reason we strongly recommend that you gain a copy of the original Certificate of Title from Landgate when completing land transfer or application forms. We commonly refer to this as a 'Title Search'.

What documents do I need for my application?

The documents you will need are:

- A copy of the **original Certificate of Title (Title Search)** from Landgate's Customer Contact Centre (Midland). A fee is payable for this service.
- A **Standard Application form (A5)** from either Landgate (Midland), the State Law Publisher, or any large stationery retailer.
- A **Statutory Declaration form (B3)** from either Landgate (Midland), the State Law Publisher, or any large stationery retailer.
- The **duplicate Certificate of Title**. (NOTE: If a lending institution or other third party holds the duplicate certificate, you must arrange to have it released to Landgate as applications to amend name and/or address details can only be registered when this is received.) A fee is payable for this service.
- The **original or certified copy of the original Deed Poll / Licence / Change of Name / Birth Certificate** issued by the Registrar General's Office. (NOTE: The supporting evidence required will depend on the nature of your application. It is best that you speak with one of Landgate's Advice Officers who can clarify what evidence is needed for your application. See contact details on back page.)

SOME HELPFUL DEFINITIONS

Caveat:

A warning on the original Certificate of Title that there is a claim lodged against the land

Caveator:

The person claiming a Caveat on a Certificate of Title

Certificate of Title:

The original title deed retained by Landgate that specifies ownership of a defined parcel of land, and the lodged or registered interests or claims (encumbrances) against that ownership

Competent Witness:

Persons who may witness Statutory Declarations in Western Australia.
Note: They are listed on the back of the Statutory Declaration for your information

Duplicate Certificate of Title:

Copy of the original certificate of title normally held by the registered proprietor (owner) or lending institution as security for a loan

Encumbrance:

A lodged or registered interest in

4 steps to lodging an application

1. Complete the Application form by referring to the original Certificate of Title (Title Search) and typing or clearly handwriting in dark ink in the spaces provided. **Please refer to the sample form in this brochure to assist you.**
2. Complete the Statutory Declaration form. **Please refer to the sample form in this brochure to assist you.**
3. Collect evidence to support your application:
 - If you have legally changed your name this will consist of an **original or certified copy of the original Deed Poll / Licence / Change of Name** issued by the Registrar General's Office.
 - If you would like to revert back to your maiden name following divorce, this will consist of an **original or certified copy of the original Birth Certificate** issued by the Registrar General's Office.
 - If there was a mistake in the original documentation then you will be required to complete a Statutory Declaration form and provide evidence of the simple mistake or omission.

(NOTE: In any of these instances a copy certified by a Justice of the Peace or other statutory qualified person is **NOT** acceptable.)

In each of these cases the supporting evidence required will depend on the nature of your application. It is best that you speak with one of Landgate's Advice Officers who can clarify what evidence is needed for your application. (See contact details on back page.)

4. Lodge the Application form, in person or by post, together with the **Statutory Declaration, supporting evidence, duplicate Certificate of Title** and the **required fees** at any of Landgate's three offices.

NOTE: If a lending institution is sending the duplicate Certificate of Title to us, then please call our **Progress / Issuing Section** on (08) **9273 7314** before lodging your forms. This way we can tell you whether we have received it so that the application can proceed upon lodgement.

such as mortgages, lease agreements, caveats and easements

Fee Simple:

The greatest estate that can be held by a person without being the absolute owner

Joint Tenants:

The ownership of the land in common by more than one person where there is a right of survivorship, ie. where on the death of one joint owner, the share of the interest of the deceased goes to the surviving owner(s)

Proprietor:

Holder or owner of property

Spouse: Husband or wife

Tenants in Common:

Where there is a desire of two or more people to hold the land in undivided shares. For example X

has 1/3 share and Y has a 2/3 share of the land. Both X and Y can transfer their shares to another or others.

On the death of one party the land does not automatically go to the remaining partner unless stated in the will



Completing the Statutory Declaration

A Statutory Declaration is required from each person making the application to amend their name and / or address details. The following should be included:

- Identification of the land by its volume / folio reference;
- Name of person(s) who currently own the land;
- What details are to be amended and why, with reference to any proof provided.

FORM B3
WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1993 AS AMENDED
OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION


 


A I / WE: John Allan Citizen of 2 High Road, Fremantle, Office Clerk
(name address and occupation of person (s) making the declaration)
Sincerely declare as follows -

B

1. I am the Registered Proprietor of the land contained in Certificate of Title Volume 2186 Folio 690, wherein I have been incorrectly described as John Alan Citizen.
2. My true and correct name is John Allan Citizen.
3. When the land was transferred to me I did not notice that my second christian name had been incorrectly spelt as Alan.
4. I am one and the same person as the Registered Proprietor of the land in the said Certificate of Title.

C This declaration is true and I / WE know that it is an offence to make a declaration knowing that it is false in a material particular.
This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at (place) Midland on 31st day of December 20 00 by -

D Signature of person making the declaration (sign in the space above) 

E In the presence of - 

Signature of authorised witness (sign in the space above)
Timothy James Watkins
20A Fuji Way
Subiaco WA 6008 - State Public Servant
(Print the full name, Address and qualification of authorised witness in the space above)

- A** — Full name, address and occupation of Declarant/s
- B** — Substitute relevant details as required
- C** — Date to be shown
- D** — Usual signature of Declarant/s
- E** — Usual signature of Witness
(Check list of competent witnesses on back of Statutory Declaration form before signing.) Print name, address, occupation and / or competency of witness

Title Search:

Copy of the original Certificate of Title that always lists all encumbrances against ownership. A fee is payable for this service



REGISTER NUMBER 10/DP35004	
DUPLICATE VERSION 4	DATE DUPLICATE ISSUED 8/03/2001
VOLUME 2186	FOLIO 690

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

J. Apple
REGISTRAR OF TITLES

LAND DESCRIPTION:

A LOT 10 ON DEPOSITED PLAN 35004

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

E JOHN ALAN CITIZEN OF 2 HIGH ROAD, FREMANTLE
(T H711033) REGISTERED 8 MARCH 2001

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- H703194 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD. REGISTERED 26.10.2000.
- H711032 RESTRICTIVE COVENANT BURDEN. REGISTERED 8.3.2001.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk do not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP35004.
PREVIOUS TITLE: NO PREVIOUS TITLE INFORMATION AVAILABLE.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: NO LOCAL GOVERNMENT AUTHORITY INFORMATION AVAILABLE.



Need more information?

Please contact one of Landgate's experienced Advice Officers at our Land Registration Centre. See contact details on back page.

FORM A5

APPROVAL NO.
B1861

WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED

APPLICATION

DESCRIPTION OF LAND (Note 1)

A Lot 10 on Deposited Plan 35004

EXTENT	VOLUME	FOLIO
WHOLE	B 2186	C 690

APPLICANT (Note 2)

D John Allan Citizen of 2 High Road, Fremantle

REASON FOR APPLICATION (Note 3)

THE APPLICANT HEREBY APPLIES

To amend the name of the Registered Proprietor

E From: John Alan Citizen

To: John Allan Citizen

A Statutory Declaration supporting the change of name is lodged herewith.

F Dated this 31st day of December Year 2000

SIGNATURE OF APPLICANTS (Note 4)

G *John Allan Citizen*

Applicant's Signature

- A** — To be copied from Certificate of Title
- B** — To be copied from Certificate of Title
- C** — To be copied from Certificate of Title
- D** — State full name and address of applicant
- E** — To be copied from Certificate of Title
- F** — Date to be shown
- G** — Usual signature of applicant; No witness required

CONTACT LIST

Landgate

Advice Officers - Land Registration Centre

Cnr Morrison Road & Great Northern Highway,
MIDLAND 6056

Postal Address: PO Box 2222, MIDLAND 6936

Tel: (08) 9273 7044

Fax: (08) 9273 7651

Email: lrc@landgate.wa.gov.au

Website: www.landgate.wa.gov.au

Perth Branch Office

(Lodgement centre only - no advice service)

Mt Newman House / Terrace Level

200 St Georges Terrace, PERTH

Bunbury Regional Office

(Lodgement centre only - no advice service)

61 Victoria Street, BUNBURY

Tel: (08) 9791 0834

Fax: (08) 9791 0838

State Law Publisher

10 William Street, PERTH

Tel: (08) 9321 7688

Website: www.slp.wa.gov.au

Office of State Revenue

(Revenue Services - Stamp Duties)

Mt Newman House / Plaza Level

200 St Georges Terrace, PERTH

Tel: (08) 9262 1100

Website: www.dtf.wa.gov.au

Probate Office

111 St Georges Terrace, PERTH

Tel: (08) 9421 5152

Website: www.justice.wa.gov.au

Registrar General

(Births / Deaths / Marriages)

141 St Georges Terrace, PERTH

Tel: (08) 9264 1555

Website: www.justice.wa.gov.au

Ministry for Planning

Albert Facey House

469-489 Wellington Street, PERTH

Tel: (08) 9264 7777

Website: www.wapc.wa.gov.au

Guardianship & Administration Board

Hyatt Centre / Level 1

20 Terrace Road, EAST PERTH

Tel: (08) 9278 7350

Website: www.justice.wa.gov.au

State Administrative Tribunal

(Direct General Enquiries to Landgate)

Level 4

12 St Georges Terrace, PERTH

Tel: 1300 306 017

(08) 9219 3111

Website: www.justice.wa.gov.au

4 ways to obtain a Title Search

1. Visit the **Customer Contact Centre** at Landgate's Head Office in Midland.
2. Phone Landgate's **Customer Contact Centre** on (08) 9273 7333 and request an order form to be sent to you via post, fax or email.
3. Visit our website www.landgate.wa.gov.au and click on **Title Searching**. Please select the order form you require, complete the details and fax or post to Landgate.
4. E-mail TISmail@landgate.wa.gov.au

PLEASE NOTE: Providing us with precise details about the land you are searching will ensure a fast, accurate and cost effective service. For more information about the details we require, please call our **Customer Contact Centre** on (08) 9273 7333.

