



# Change Name by Change of Name Certificate, Deed Poll or Licence

A guide to preparing the documents

Last updated August 2023



## Preparing an Application to Change Name by Change of Name Certificate, Deed Poll, or Licence

This step-by-step guide is designed to show you how to prepare and lodge an application to **change the name** shown on a title following the change of a name being recorded with the Registry of Births, Deaths and Marriages in WA by a change of **name certificate, deed poll, or licence**.

If you are completing the forms yourself, we advise you to exercise care as the documents involved are legally binding. Consultation of a competent professional, such as a solicitor or settlement agent, should always be considered when preparing any land transaction document.

It is important to read through the whole of this information guide. Being familiar with the information provided will assist if you need to contact Landgate to clarify any part of the process. Useful contacts are listed on the back page.

### What you should know about a Certificate of Title

Certificates of Title are created by Landgate, usually as a result of registration or approval of a subdivisional plan. Original titles are always kept at Landgate.

It is recommended that a copy of the original Certificate of Title be obtained from Landgate, to assist in completing the application form and statutory declaration. We commonly refer to this as a 'title search'. A title search will show the spelling of the names of the registered proprietors/owners.

For a fee, you can conduct a title search and [obtain a copy of a Certificate of Title](#).

### What do I need for my application?

- Title Search (recommended) – used to complete the application form
- Forms: Change of Name e-form (or paper Application Form A5) and Statutory Declaration form B3
- Certified copy of the change of name certificate, deed poll, or licence issued by the Registry of Births, Deaths and Marriages in WA (or equivalent if outside of WA). A copy certified by Australia Post, a licensed settlement agent or a legal practitioner is also acceptable. **NOTE: a copy of a change of name certificate, deed poll, or licence, certified by a Justice of the Peace, an accountant, or any other similarly qualified person is not acceptable as evidence for the change of name application.**
- Registration fees payable to Landgate

### Title Search – a copy of the current Original Certificate of Title

A title search is optional, however highly recommended, as the search provides you with a complete up-to-date copy of the title at the date and time the title search is conducted.

For a fee, you can conduct a title search online using an address and [order a copy of a Certificate of Title](#).

### Change of Name e-Form (or Form A5) and Statutory Declaration Form B3

The Change of Name e-Form and the Statutory Declaration Form B3 are available via [Landgate's Land Titling Forms](#) web page. Alternatively, paper versions (Application Form A5 and Form B3) are available from a Landgate office. Please note that only original signed forms can be lodged for registration and all forms must be printed on white A4 size paper in duplex style, so both sides of the paper are printed upon.

## Certified copy of the change of name certificate, deed poll, or licence issued by the Registry of Births, Deaths and Marriages in WA (or equivalent if outside of WA)

A certificate copy of the change of name certificate is required to be produced as evidence of the change of name application. The certified copy of the certificate must be issued by the Registry of Births, Deaths and Marriages in WA (or equivalent if outside of WA).

If the change of name occurred by a deed poll or a licence, a certified copy of the deed poll or licence certified by the Registry of Births, Deaths and Marriages in WA or the production of the clients copy of the deed poll or licence (for sighting by Landgate) will be required to be produced as evidence.

The certified copy of the change of name certificate, deed poll or licence issued by the Registry of Births, Deaths and Marriages may be certified as a true copy by Australia Post, however there is a fee payable for this service. A copy certified by a licensed settlement agent or a legal practitioner will also be accepted (refer to [Land Transactions Policy and Procedure Guide DOC-04 Statutory Declarations and Supporting Evidence](#)).

Where the change of name, deed poll, or licence has been certified by Australia Post, a licensed settlement agent or a legal practitioner, the copy can be provided to Landgate in lieu of the certified copy issued by the Registry of Births, Deaths and Marriages. Note: the originally signed certified copy must be provided to Landgate.

**NOTE: a copy of a change of name certificate, deed poll, or licence, certified by a Justice of the Peace, an accountant or any other similarly qualified person is not acceptable as evidence for the change of name application.**

## Registration Fees

View the current [Registration and Search Fees](#) that can be paid by cash, credit card, EFTPOS, or by cheque/money order made payable to Landgate. Fees must be paid when lodging the document in person or included if posting the documents to Landgate.

## Further Reading

For further information on this transaction type and further document requirements, please see the following links:

- [Land Titles Registration Policy and Procedure Guides](#)
- A Guide to basic requirements for the preparation of paper documents "[Getting it Right Reference Guide](#)"
- [Land Transactions Hub](#)

## Steps to lodging the application

1. Complete the application and statutory declaration forms by using the title search. Type or print legibly in dark ink (preferably black) to complete the application and statutory declaration forms, using the examples in this guide to assist you.
2. Ensure a certified copy of the change of name certificate issued and certified by the Registry of Births, Deaths and Marriages in WA is provided as evidence with the application and statutory declaration. A copy certified by Australia Post is also acceptable.
3. If the change of name occurred by a deed poll or a licence, a certified copy of the deed poll or licence certified by the Registry of Births, Deaths and Marriages in WA, or a copy Certified by Australia Post, or production of the clients copy of the deed poll or licence (for sighting by Landgate) will be required to be produced as evidence. **NOTE: a copy of a change of name certificate, deed poll or licence, certified by a solicitor, Justice of the Peace, an accountant, or any other qualified person is not acceptable as evidence for the change of name application.**

4. Registration fees will need to be paid when the document is presented for lodgement, documents cannot be accepted without fee payment. Payments over the counter are available by cheque/money order, credit card or cash.

5. If posting document/s to Landgate it is important to include any registration fee payable. Please feel free to use our [Postal Lodgement Coversheet](#) which enables you to review and select one of the payment options available.”

6. Lodge the original signed forms, certified copy of the change of name certificate (issued by the Registry of Births, Deaths and Marriages in WA), deed poll or licence with Landgate ensuring the registration fee payment is enclosed if lodging by post.

- In person at one of Landgate’s lodgement offices. NOTE: any person can lodge the application document with Landgate; the lodging party does not need to be one of the persons named in the application document.

- By post to:

Landgate Document Lodgement Section

PO Box 2222

MIDLAND WA 6936

NOTE: Original evidence being returned by post will be posted in the normal mail. If you wish to have the original evidence returned by registered post, you will need to provide a self-addressed, pre-paid registered post envelope to Landgate with the application document.

## **Terms of Use**

### **Disclaimer of Liability**

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### **Important**

*The information in this document should not be regarded as legal advice. In all matters, users should seek legal advice from an independent legal practitioner.*



THIS TITLE HAS BEEN CREATED FOR INFORMATION PURPOSES ONLY

REGISTER NUMBER <b>1580/P2239</b>	
DUPLICATE EDITION <b>4</b>	DATE DUPLICATE ISSUED <b>NA</b>

WESTERN AUSTRALIA

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 limits contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*[Signature]*  
REGISTRAR OF TITLES

**B** VOLUME  
**C** FOLIO  
3332 339

**A** LOT 1580 ON DEPOSITED PLAN 22396

LAND DESCRIPTION:

REGISTERED PROPRIETOR:  
(FIRST SCHEDULE)

FREDERICK HOOVER  
OF 344 DIET STREET, SOUTH CANNINGTON

(T M149404) REGISTERED 28 AUGUST 2020

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

- M149404 RESTRICTIVE COVENANT BURDEN. REGISTERED 28.8.2015
- \*M149565 MORTGAGE TO ROCKET BANK LTD REGISTERED 28.8.2015

Warning: A current search of the sketch of the land should be obtained where detail of position, dimension or area of the lot is required.  
\* Any entries preceded by an asterisk may 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 and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 3332 339.  
PREVIOUS TITLE: 3332-000.  
PROPERTY STREET ADDRESS: 344 DIET STREET, WEST CANNINGTON  
LOCAL GOVERNMENT AREA: CITY OF CANNING

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEATH

THIS TITLE HAS BEEN CREATED FOR INFORMATION PURPOSES ONLY

- 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 correct name and address of applicant (as shown on change of name certificate/deedpoll/licence)
- E** Show former name currently shown on title, then full name as shown on change of name certificate, deed poll or licence (Include reference to change of address if applicable)
- F** Date to be shown
- G** Signature of applicant
- H** Signature of witness, then print full name, address and occupation

FORM A6

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED

APPLICATION

DESCRIPTION OF LAND (Note 1)

<b>A</b> Lot 1580 on Deposited Plan 22396	EXTENT Whole	VOLUME 3332 <b>B</b>	FOLIO 339 <b>C</b>
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APPLICANT (Note 2)

**D** Fredrick Champion of 344 Diet Street, South Cannington

REASON FOR APPLICATION (Note 3)

THE APPLICANT HEREBY APPLIES

**E** To amend the name of the registered proprietor  
from: Frederick Hoover to Frederick Champion.

**F** Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

SIGNATURE OF APPLICANT/S (Note 4)

**G** Signed \_\_\_\_\_ Signed \_\_\_\_\_  
**H** In the presence of \_\_\_\_\_ In the presence of \_\_\_\_\_

This example is for paper forms only.

Please refer to Landgate's [Land Titling Forms](#) web page for the equivalent e-form.

SAMPLE ONLY. ACTUAL TEXT WILL VARY.



## Contact List

### Landgate Contacts

**Landgate Office Hours 8.30am to 4.30pm  
(Lodgement Hours 8.30am to 4.30pm)**

**Landgate – Midland Head Office**  
1 Midland Square  
MIDLAND WA 6056

**TEL +61 (0)8 9273 7373**

**Email:** [customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)

**Website:** [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

**Postal Address:** PO box 2222, MIDLAND WA  
6936

### Document Lodgement Sites

Document lodgement hours strictly 8.30am to  
4.30pm

**Landgate – Midland Head Office**  
1 Midland Square  
MIDLAND WA 6056

**Landgate – Perth Business Office**  
200 St Georges Terrace  
PERTH WA 6000



### Other Useful Contacts

**Department of Finance  
Revenue WA**  
3<sup>rd</sup> Floor, 200 St George Terrace  
PERTH WA 6000  
Tel: +61 (0)8 9262 1100  
Website: [www.wa.gov.au](http://www.wa.gov.au)

**Department of Planning**  
140 William Street  
PERTH WA 6000  
Tel: +61 (0)8 6551 9000  
Website: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

**Family Court**  
150 Terrace Road  
PERTH WA 6000  
Tel: +61 (0)8 9224 8222  
Website: [www.familycourt.wa.gov.au](http://www.familycourt.wa.gov.au)

**Probate Office**  
11<sup>th</sup> Floor, 28 Barrack Street  
PERTH WA 6000  
Tel: +61 (0)8 9421 5152  
Website: [www.supremecourt.wa.gov.au](http://www.supremecourt.wa.gov.au)

**Registry of Births, Deaths and Marriages**  
141 St Georges Terrace  
PERTH WA 6000  
Tel: +61 1300 305 021  
Website: [www.bdm.dotag.wa.gov.au](http://www.bdm.dotag.wa.gov.au)

**State Administrative Tribunal**  
6<sup>th</sup> Floor 565 Hay Street  
PERTH WA 6000  
Tel: +61(0)8 9219 3111  
Website: [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)