

Change of Personal Details Form



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

You must provide appropriate documentation that supports your change of name, change of date of birth of change of gender request. If you are submitting this form in person, please bring the original documentation for sighting by a Student Services Officer.

Please ensure supporting documentation is attached to this application at time of lodgment. It is your responsibility to make any changes to your below personal details via **NAVIGATE**.

1: Personal Details (Current Details)

Student ID number

Current title

Current family name

Current given names

2: Change of name (New Details)

New title

New family name

New given names

3: Change of date of birth

Current registered date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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Correct date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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4: Declaration and Signature

I declare that the information provided on this form, is true and accurate at the time of provision.
I acknowledge that it is my responsibility under the terms and conditions of my enrolment to ensure that my personal details held in the student record system are accurate during my period of enrolment.

Student's signature

Date

Office use only

Type of supporting documentation: Original Certified copy

- | | |
|---|---|
| <input type="checkbox"/> Driver licence (must be current) | <input type="checkbox"/> Deed poll |
| <input type="checkbox"/> Passport (must be current) | <input type="checkbox"/> Divorce decree |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Change of name certificate |
| <input type="checkbox"/> Certificate of marriage | |

Licence/Passport or certificate number:

Received by:

Signature