Change Name to Birth Name
A guide to preparing the documents
Preparing an Application to Change to Your Birth Name

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 to your birth name.

If you are completing the forms yourself, we advise you to exercise care as the documents involved are legally binding. 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 Certificates of Title

Certificates of Title, otherwise known as Title Deeds, are issued by Landgate with one original and the option to have a duplicate title issued. Original titles are always kept at Landgate. The duplicate title (if issued) would usually be kept by the proprietor/owner or by a lending institution as security for a loan.

Many lending institutions request the non-issue of a duplicate title when they register a mortgage. This means that when a property is under mortgage, there is a possibility that a duplicate title has not been issued.

Where a duplicate title has not been issued, the original title would include a note in the statements section indicating the non-issue of the duplicate title. The note in the statements section would be shown as ‘DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M149404’.

There are important differences between the original title and the duplicate title. The duplicate title does not show all limitations and encumbrances. For example, caveats, notifications, memorials and property seizure and sale orders are only shown on the original title held by Landgate and not on the duplicate title.

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 if a title has been issued or is non-issue and 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 – Application form A5 and Statutory Declaration form B3
- Original birth certificate issued by the Registry of Births, Deaths and Marriages in WA (or equivalent if outside of WA).
- Duplicate Certificate of Title (if issued)
- 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].[1]

An Application Form A5 and a Statutory Declaration Form B3

The Application form A5 and the Statutory Declaration from B3 are available from a Landgate office or [online from the Landgate website].[2]

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.

Original birth certificate issued by the Registry of Births, Deaths and Marriages in WA (or equivalent if outside of WA)

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

Landgate is required to sight the original birth certificate. If the application is lodged in person, the original evidence will be returned at the time of lodgement. If the application is posted to Landgate, the original evidence will be returned to the lodging party following the lodgement of the application together with the document receipt.

The original marriage certificate can be certified as a true copy by Australia Post, however there is a fee payable to Australia Post for this service. Where the original birth certificate has been certified by Australia Post, the Australia Post certified copy can be provided to Landgate in lieu of the original certificate. Note the originally signed Australia Post certified copy must be provided to Landgate.

A copy of a birth certificate certified by a solicitor, Justice of the Peace or a similarly qualified person is not acceptable.

The Duplicate Certificate of Title

- If issued and there is no mortgage on the property, the hard copy duplicate title must be produced with the application document. **NOTE:** a photocopy or a copy certified by a Justice of the Peace or a similarly qualified person is **not** acceptable for registration purposes.

- If issued and the property is under mortgage the financier holding the mortgage will need to supply the duplicate title to Landgate prior to the lodgement of the application document. There is an additional registration fee known as a **production fee** payable to Landgate when the duplicate title is produced separately from the application.

- If the status of the duplicate title is **non-issue** and the property is under mortgage then an original signed letter of consent from the financier authorising the registration of the application to change name is required. The original signed letter must be lodged with the application document.

- If the status of the duplicate title is **non-issue** and the property is not under mortgage, then the original signed application document, together with relevant evidence is all that is required to be lodged with Landgate.

Registration Fees

[View the current Registration and Search Fees][3] 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.
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 the original birth certificate issued by the Registry of Births, Deaths and Marriages in WA is provided as evidence with the application and statutory declaration. An originally signed copy of the birth certificate certified by Australia Post is also acceptable.

3. If the property is subject to a mortgage, ensure the Duplicate Certificate of Title (if issued) has been supplied to Landgate by the financier; or you have obtained an original signed letter of consent from the lender (if the Duplicate Certificate of Title has not been issued).

4. Lodge the original signed forms, certified copy of the birth certificate (issued by the Registry of Births, Deaths and Marriages in WA) and the duplicate title (where applicable) 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: Duplicate Certificate of Title and original evidence being returned by post will be posted in the normal mail. If you wish to have the duplicate title and/or 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

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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.
Completing the Statutory Declaration

A statutory declaration is required by the person who is changing their name. The following statements should be included:

» State the capacity of the declarant, include reference to former name shown on title, land description and former address (only show former address if address has changed)

» State date the name changed back to birth name and include reference to certified copy of birth certificate (include new address if changed)

» State the full correct name now (birth name)

» State the person shown on the title (former name) plus title reference as being one and the same person (birth name) as shown on the birth certificate.

FORM B3
WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1950 AS AMENDED
OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

A. Catherine Kylie Grump of 344 Diet Street, West Cannington, Fitness Instructor

(name and occupation of person making the declaration)

Sincerely declare as follows:

B. 1. I am registered as the proprietor of the land being Lot 1580 on Deposited Plan 22396 being the whole of the land comprised in Certificate of Title Volume 3332 Folio 339, wherein I am described using my former name of Catherine Kylie Hoover.

2. On or about 30 February 2020 I changed the name that I used by reverting back to my birth name of Catherine Kylie Grump, as appears in the certified copy of my birth certificate produced with this declaration.

3. My true and correct name is now Catherine Kylie Grump.

4. The person described on Certificate of Title Volume 3332 Folio 339 as Catherine Kylie Hoover is one and the same person as Catherine Kylie Grump described in the birth certificate.

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) on day of 20

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

In the presence of -

E. Signature of authorised witness (sign in the space above)

(Print the full name, Address and qualification of authorised witness in the space above)

SAMPLE ONLY - ACTUAL TEXT WILL VARY
WESTERN AUSTRALIA
RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule in the registered proprietor of an estate in the land described below subject to the reservations, encumbrances and interests stated in the second schedule. CATHARINE KYLE GRUMP OF 344 DIET STREET, SOUTH CANNINGTON

LOT 1580 ON DEPOSITED PLAN 22396

REGISTERED PROPRIETOR:
(First Schedule)

2. M104065 MORTGAGE TO ROCKET BANK LTD - Registered 28-06-2015

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(Second Schedule)

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
E. Show former name currently shown on title, then the true full birth name (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

THE TITLE HAS BEEN CREATED FOR INFORMATION PURPOSES ONLY

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

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

THE TITLE HAS BEEN CREATED FOR INFORMATION PURPOSES ONLY

WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED

APPLICATION
DESCRIPTION OF LAND (note 1)   EXTENT VOLUME FOLIO

Lot 1580 on Deposited Plan 22396

Whole 3332 339

APPLICANT (note 2):

Catherine Kylie Grump of 344 Diet Street, South Canning

TARGET OF AMENDMENT (note 3):
The applicant hereby applies
To amend the name of the registered proprietor from:

Catherine Kylie Hoover to Catherine Kylie Grump

Dated this day of Year

SIGNATURE OF APPLICANTS (note 4):

Signed

In the presence of

In the presence of

SAMPLE ONLY. ACTUAL TEXT WILL VARY.
Contact List

Landgate contacts
Landgate Office Hours 8.30am to 5.00pm
(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
Website: www.landgate.wa.gov.au
Postal Address: PO Box 2222, MIDLAND WA 6936

Landgate - Perth Business Office
200 St Georges Terrace
PERTH WA 6000

Other useful contacts
Department of Finance
State Revenue/Duties (OSR)
200 St Georges Terrace
PERTH WA 6000
Tel: +61 (0)8 9262 1400
Email: duties@finance.wa.gov.au
Website: www.finance.wa.gov.au

Department of Planning
140 William Street
PERTH WA 6000
Tel: +61 (0)8 6551 9000
Website: 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

Probate Office
11th Floor, 28 Barrack St
PERTH WA 6000
Tel: +61 (0)8 9421 5152
Website: www.supremecourt.wa.gov.au

Registry of Births, Deaths and Marriages
141 St Georges Terrace
PERTH WA 6000
Tel: 1300 305 021
Website: www.bdm.dolaq.wa.gov.au

State Administrative Tribunal
6th Floor, 565 Hay Street
PERTH WA 6000
Tel: +61 (0)8 9219 3111
Website: www.sat.justice.wa.gov.au