



**ACT**  
Government

Justice and Community Safety

LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## APPLICATION TO NOTE CHANGE OF NAME ON CERTIFICATE OF TITLE

Form 009 - CN

*Land Titles Act 1925*

### IMPORTANT INFORMATION

This form is to be used to lodge an application to note change of name on certificate of title under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the ACT Environment and Planning Directorate, ACT Chief Minister, Treasury and Economic Directorate, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

### CONTACT INFORMATION

Lodge in person at the <b>Office of Regulatory Services:</b>	<b>255 Canberra Avenue, Fyshwick ACT 2609</b>
Office Hours:	<b>9:00am to 4:30pm Monday to Friday</b>
General enquiries telephone number:	<b>(02) 6207 0491</b>
Website address:	<a href="http://www.ors.act.gov.au">www.ors.act.gov.au</a>

### INSTRUCTIONS FOR COMPLETION

- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.

### REQUIRED DOCUMENTS

- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- Evidence of how the name was changed eg: Marriage Certificate (Ceremonial Certificate is not acceptable) or Change of Name Certificate
- One form of Primary Identification - Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport
- One form of Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office

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LODGING PARTY DETAILS		
Name	Postal Address	Contact Telephone Number

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit

CURRENT FULL NAME AS IT APPEARS ON CERTIFICATE OF TITLE (Surname Last)

NEW FULL NAME AS IT IS TO APPEAR ON CERTIFICATE OF TITLE (Surname Last)

REASON FOR CHANGE OF NAME (eg Marriage)	EVIDENCE (Registration details of Marriage Certificate, Change of Name Certificate etc including State/Country of Issue)

PROPRIETOR/S EXECUTION	
Print full name of Proprietor          Signature of Proprietor  Dated -	Print full name and address of witness          Signature of witness  Dated -

STATUTORY DECLARATION	
I, _____ of _____, _____ (occupation) declare that I am one and the same person as _____, the registered proprietor (or one of the registered proprietors) in Crown Lease / Certificate of Title Volume _____ Folio _____. I have changed my name by (marriage, registration of change of name, divorce etc) _____.	
<p><i>And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false declarations, conscientiously believing the statements contain in this declaration to be true in every particular.</i></p>	

STATUTORY DECLARATION EXECUTION	
Declared at _____ on _____ the _____ day of _____ 20____  Signature of person making the declaration	Signature of person before whom the declaration is made          Full name, qualification* and address of person before whom the declaration is made (in printed letters) <b>(*Must be authorised under the Statutory Declarations Act 1959)</b>

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	
PRIMARY EVIDENCE			
Birth Certificate		Passport	
Citizenship			
SECONDARY EVIDENCE			
Drivers Licence		Medicare	
Pension Card		Tax File	