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|  | | | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **APPLICATION TO NOTE CHANGE OF NAME**  **ON AN INSTRUMENT** | |  |
| |  | | --- | | **Form 010 - CNI** | | | | | ***Land Titles Act 1925*** |
| IMPORTANT INFORMATION  This form is to be used to lodge an application to note change of name on an instrument 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.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr). | | | |
| PRIVACY NOTICE  The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy> | | | |
| LODGEMENT AND CONTACT INFORMATION | | | |
| Website: | In Person: | | |
| [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) | Environment, Planning and Land Shop Front | | |
| General enquiries: | Ground Floor South, Dame Pattie Menzies House, 16 Challis Street Dickson | | |
| 13 22 81 | Opening hours – Monday to Friday 8:30am to 4:30pm | | |
| 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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|  | | |  | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **APPLICATION TO NOTE CHANGE OF NAME**  **ON AN INSTRUMENT** | | | |
| |  | | --- | | **Form 010 - CNI** | | | |  | ***Land Titles Act 1925*** | | | |
| **LODGING PARTY DETAILS** | | | | | |
| Name | Email Address | | | Customer Reference Number | Contact Telephone Number |
|  |  | | |  |  |

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| **TITLE AND LAND DETAILS** | | | | |
| Volume & Folio | District/Division | Section | Block | Unit |
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| --- | --- |
| **REGISTERED DEALING NUMBER** | **TYPE OF DEALING** (Sublease, Caveat, Mortgage) |
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| **NAME AS IT CURRENTLY APPEARS ON INSTRUMENT** |
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| **NEW NAME** (Full Name - Surname Last) |
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| **STATUTORY DECLARATION** | | | | |
| I, (name)(name) of (address) (address) ,  (occupation) am the same person as the Sublessee/Mortgagee/Caveator in dealing number registered on Crown Lease/Certificate of Title  Volume Folio . I changed my name on (date) by marriage/registered change of name 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. | | | | |
| Declared at on  the day of 20  Signature of person making the declaration | | | Full name, qualification\* and address of person before whom the declaration is made (in printed letters*)* **(\*Must be authorised under the *Statutory Declarations Act 1959)***    Signature of person before whom the declaration is made | |
| **EVIDENCE OF CHANGE OF NAME** | | | | |
| Marriage Certificate | Place of Issue | Certificate Number | |  |
| Change of Name Certificate | Place of Issue | Certificate Number | |  |
| **PRIMARY EVIDENCE** | | | | |
| Birth Certificate |  | Passport | |  |
| Citizenship |  |  | |  |
| **SECONDARY EVIDENCE** | | | | |
| Drivers Licence |  | Medicare | |  |
| Pension Card |  | Tax File | |  |

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| **OFFICE USE ONLY** | | | |
| Lodged by |  | Certificate of title lodged |  |
| Data entered by |  | Certificates attached to title |  |
| Registered by |  | Attachments / Annexures |  |
| Registration date |  | Production number |  |