



Support the child or young person to change their name flowchart

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Child or young person or long-term guardian requests formal change of child or young person's name

DCP case worker considers which pathway to use to pursue formal change of name
1. Direction: direction issued by the Chief Executive to the Registrar, Births, Deaths and Marriages (BDM) pursuant to section 25A of the Births, Deaths and Marriages Registration Act 1996 (BDMR Act)
2. Order: seeking an order for change of name concurrently with an application for an order of long-term guardianship (to the Chief Executive or a specified person).

DCP case worker seeks advice from DCP Legal and Crown Solicitor's Office

Direction

DCP case worker considers the views of the child or young person (pursuant to section 25A(3)(a) of the BDMR Act and records information in C3MS
Consider:
• why the child or young person has requested the change of name
• the positive impact the child or young person sees the change of name having
• the negative impact the child or young person sees change of name (or not pursuing change of name) having
• whether the child or young person has discussed formal change of name with their birth family, carers, siblings or others.

DCP case worker takes reasonable steps to notify parents of proposed change of name (use [Change of Name – notification of parents letter](#)) consider their views and record details in C3MS
• Contact family and friends, check telephone directories, search Centrelink, check the electoral roll, send correspondence to last known residential/postal address
• Consider whether parent has a condition which affects their capacity to understand the meaning and implication of change of name, and gather supporting documentation as required
• Allow at least 30 days from the issue of the letter for parents to provide their views
• Consider the views of family and kin, and relevant cultural representatives, including whether an interpreter or translator may be required
• Record details in C3MS.

DCP case worker assesses information gathered and whether change of name is in the child or young person's best interest
Consider:
• the impact on the child or young person's identity, connection to family and cultural ties
• the significance of the proposed change
• the views of the child or young person, parents, siblings, carer and practice leader
• cultural factors for Aboriginal children and young people, including advice from a Principal Aboriginal Consultant
• cultural factors for children and young people from culturally and linguistically diverse (CALD) backgrounds, including advice from DCP Multicultural Services
• any indicators that the child or young person has been unduly influenced or coerced
• outcomes of psychological consultations or assessments or advice from other relevant professionals.

DCP case worker prepares a briefing to the Chief Executive summarising all information gathered, their assessment and recommendation regarding change of name for the child or young person (through the Digital Workspace)
Provide the background and recommendation regarding the proposed change of name, including impact on the child or young person. Include the outcomes of consultation undertaken. Include the views of the child or young person, parents, siblings, carers and other relevant parties (or rationale for why views could not be obtained). Ensure the child or young person's family and cultural connections are documents are up to date.

DCP case worker submits the briefing and all supporting documents to the Chief Executive through the Digital Workspace
Attach:
• completed Change of name for child under guardianship application form (for all applications)
• completed [Application to Chief Executive to change the child or young person's name form](#) (for applications for children and young people under long-term guardianship to a specified person)
• Chief Executive Direction to BDM Registrar letter template
• birth certificate
• change of name certificate (where previous change of name has occurred)
• copy of DCP case worker's government identification badge
• copy of the Youth Court order.

CE make a decision to approve or not approve change of name

DCP case worker advises the child or young person, carer and parents of the outcome of the Chief Executive's decision using the [Change of name request – decision letter template](#)

Aggrieved parties may submit an application for an Internal Review of the Chief Executive's decision to approve, or not to approve, the change of name. A SACAT application may be made after the completion of the internal review.

DCP Legal works with DCP office to provide advice about next steps. A Chief Executive Direction cannot be lodged with the Registrar unless:

- at least 30 days have elapsed after all interested parties have been given notice of the decision, AND
- if an Internal Review has been carried out, at least 28 days after the notice of the outcome of the Internal Review has been review has been provided, AND
- if an application has been lodged to SACAT, the matter is finalised, AND
- the decision has been made to change the child or young person's name.

Chief Executive makes the decision to **approve** change of name AND no applications for review are received after 30 days
DCP case worker forwards the direction letter, BDM application form and all supporting materials to the BDM Registrar

BDM Registrar registers change of name and sends a copy of the new birth certificate and change of name certificate to the relevant DCP office
Pay half of the standard fee to receive a copy of the child or young person's birth certificate following registration of change of name.

The DCP case worker records and stores the child or young person's change of name documentation appropriately
Ensure the outcome, key decisions and rationale are uploaded to C3MS in a Consult or Decision Record note and the change of name certificate and new birth certificate are stored in the child or young person's hardcopy Client File.

Chief Executive makes the decision to **not approve** change of name AND no applications for reviews are received after 30 days
Consider alternative options for supporting the child or young person's identity (including informal change of name)

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