



# Amendment of Name Policy

## Essential Summary

This policy outlines the procedures relating to the notification and notation of names contained within the Roll of Lawyers.



## 1. Scope

- 1.1 This policy applies to all admitted lawyers in the State of New South Wales.

## 2. Purpose

- 2.1 To provide a clear procedure for the notation of names on the roll of lawyers resulting from a change in the name of a lawyer admitted.

## 3. Definitions

**Board** means the Legal Profession Admission Board.

**Prescribed fee** means the amount prescribed by the Board as the amount payable for the lodgement of a change of name application, as amended from time to time.

**Roll of Lawyers** means to roll containing the names of all admitted lawyers of the Supreme Court of New South Wales.

**Roll** means the same as 'Roll of Lawyers'.

## 4. General Principles

- 4.1. Admitted lawyers must notify the Board of a change in name promptly to ensure names on the roll are correctly notated to record the lawyer's current name.
- 4.2. It is the individual's responsibility to ensure that their name is updated on the roll.

## 5. Operation

- 5.1. Lawyers must formally request a notation on the roll by completing the 'Change of Name Form'
- 5.2. The Change of Name Form must be accompanied by:
- 5.2.1. a Statutory Declaration stating the reasons for the request, and
  - 5.2.2. a certified copy of the document relied upon to effect notation on the roll.



- 5.3. The certified document must be a Change of Name or Marriage Certificate from the Registry of Births, Deaths and Marriages (BDM).
- 5.4. The certified BDM Change of Name or Marriage Certificate must be submitted to the Board along with the documents stipulated in clause 5.1 and 5.2.
- 5.5. Lawyers must pay the prescribed fee upon submitting their application.
  - 5.5.1. If payment is made online, the payment receipt must be attached to the form.

*Note: The prescribed fee does not include any certificates displaying the updated name. Updated certificates must be ordered separately and the relevant prescribed fee paid.*



# Schedule 1

## CHANGE OF NAME

### Current Name

Surname	Given Name	Middle name/s

### Previous Names

Surname	Given Name	Middle name/s

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Work Ph \_\_\_\_\_ Mob \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

#### OFFICE USE ONLY

- Correct Form                       Signed and Witnessed
- Statutory declaration       Signed and Witnessed
- Certified BDM Cert/ Marriage Cert.



## 6. Document information

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<b>Title:</b>	Amendment of Name Policy
<b>Business Centre:</b>	Legal Profession Admission Board of NSW
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<b>Approver:</b>	Louise Pritchard
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## 7. Document history

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Version	Date	Reason for Amendment

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