Application to Note Change of Name
CHECKLIST

Name(s):			
Postal Address:			
Phone Number:		Email:	

Before lodging an Application to Note Change/Correction of Name, please ensure you complete the following checklist and include with your lodgement:

Application form is fully completed, with correct wording, in blue or black ink. Refer to *Application to Note Change/Correction of Name Guidance Notes* for assistance	☐
Application form has the certifications completed	☐
Evidence to be provided e.g. copy of Marriage or Change of Name certificate	☐
Registration Fee for 2026/2027 is **$204.00** cash, EFTPOS, cheque, or money order payable to Land Services SA	☐
Verification of Identity (VOI) requirements met, including certified copies of ID. Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 1)	☐
Self-Represented Party – Authorised Person Certification **form** to be completed by an authorised person. (e.g. Justice of the peace) Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)	☐
Verification of Authority (VOA) requirements met. Refer to the online information www.landservices.com.au *Verification of Authority Guidelines* (Section 7.1). Two forms of VOA are required for example Council rates, ESL Notice, Land tax, Utilities bill. These can be photocopies of the current accounts.	☐

Note: Dealings cannot be accepted for lodgement **if the VOI and VOA requirements are not met.**
Office hours are between 9am-5pm
A Confirmation of Registration Notice will be provided when the document has been registered.

Land Services SA strongly advises all people to seek the assistance of a registered conveyancer or solicitor when dealing with any estate and interest in land.

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