



# 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 2025/2026 is **\$198.00** cash, EFTPOS, cheque, or money order payable to Land Services SA. Where payment is not provided at time of lodgement, you will receive an email with details to pay via our secure online payment facility.

**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](http://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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