



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
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- Application form has the certifications completed
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- Evidence to be provided e.g. copy of Marriage or Change of Name certificate
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- Registration Fee of **\$187.00** cash, EFTPOS, cheque or money order payable to Land Services SA.
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- 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)
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- 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)
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- 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.
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- 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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