



# Legal Documents & Changing your name

## Legal Documents

As your celebrant, I am responsible for sending all your marriage documents to the Registry of Births, Deaths and Marriages for registering your marriage on their Marriage Register as well as retaining my own copy of the Official Certificate of Marriage for my Register for no less than six years after your ceremony.

Your Certificate of Marriage (Form 15) that you receive on your wedding day is proof of your ceremony being completed but not proof of your marriage being registered as this happens after the wedding. You will need to apply for a Certified Marriage Certificate from the Registry which may be used as proof of your marriage when undertaking such activities as changing your name on your driver's licence, passport or bank account.

You can get a copy of your certified marriage certificate (cost is \$55 - subject to change) by one of these ways:

- At any local Courthouse in Western Australia. You must take relevant ID with you. They will print it on the same day for you; or
- Apply online at: <https://online-rbdm.justice.wa.gov.au/>  
See the end of this document for how to apply. Your certificate will be posted to you.

## Changing your name

When a person gets married in Australia, they can:

- a) take their partner's last name to replace their own last name
- b) keep their last name
- c) hyphenate their last names

Both Parties to a marriage have the same name change option regardless of gender.

On your wedding day, you can start using your new last name, change it on Facebook and other social media platforms, but you won't have any formal identification yet.

The Australian passport office will issue you a new passport for free if you apply in the first 12 months after your wedding day (and if you have at least 2 years left on it). The drivers license authority in most states will change your name details on the system but there is a fee for a replacement photo card.

So on your wedding day, you get a new or extra name if you want it, your birth/current surname still exists and until you get legal proof of your marriage, your name doesn't officially change. Don't book honeymoon flights under the new name. You don't have identification for that new name yet! More info is available on the BDM Registry website at [www.wa.gov.au/service/justice/civil-law/getting-married-wa](http://www.wa.gov.au/service/justice/civil-law/getting-married-wa)

# How to change your name

Here are the places it should be your main priority to contact when you change your name and how to do it:

- **Driver's Licence** - it is advisable to get photo ID in your new legal name as soon as possible. Use the link below for all the information. It is free to change the name on the system and you can keep using your existing card until it expires (but then you can't use it as photo ID). If you want a replacement card straight away with your new name, there will be a fee: <https://www.transport.wa.gov.au/licensing/change-my-name.asp>
- **Medicare** – <https://www.servicesaustralia.gov.au/individuals/subjects/how-your-medicare-card-and-account-work/update-your-personal-details-medicare>
- **Tax Office** – <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-details/Update-your-name/>
- **Passport** - use this link to get all the information to apply for your replacement passport. It is free if you have at least 2 years left on your Australian Passport: <https://www.passports.gov.au/getting-passport-how-it-works/special-travel-documents/replacement-passport>

Even if you change your legal surname, you can still use your birth name in certain circumstances. Some people choose to use their partner's name personally after marriage and keep their current/birth name for work and other reasons. However, you can only have one legal name and must ensure that you have the correct identity documentation as needed.

If there are less than two years until your passport or licence expires, you do not have to change them as soon as you change your legal name. You can still travel (when permitted) using your current passport, you just need to book tickets in the name your passport is in.

## Other places to notify of a name change

- Employer
- Australian Electoral Roll (AEC)
- Centrelink
- Doctor, Dentist & other medical services
- Utilities (electricity, gas, water)
- Phone services
- Internet
- Pay TV / Netflix
- Insurance
- Superannuation
- Investments and shares
- Frequent Flyer
- Loyalty Clubs
- Auto clubs (e.g. RAC)
- Sports clubs
- Memberships (library, gym, etc)
- Magazine subscriptions
- Australian Business registrar (if you are a director of a company)
- Local council (if you pay rates)
- Landlord/agent (if renting) and rental bonds
- Alumni (university, high school)
- Your children's school (if applicable)
- Professional services (your accountant, lawyer, health care specialists)
- Online (Facebook, ebay, LinkedIn)
- Australian Organ Donor Register
- Pet microchip company
- Voicemail

## Children

Your children's names cannot automatically be changed through marriage. If you would like to change your child's name, it must be done through a legal name change process with the Registry of Births, Deaths and Marriages.

To apply to change your child's name after marriage, go to <https://www.wa.gov.au/service/justice/civil-law/changing-your-name>

Did you know that you can give your child any surname at birth? So if you are getting married after the birth of your child and know that you want to give your child your partner's surname or create a new surname from both your names (hyphenated or otherwise) then you can give your child that surname from birth.

## Your will

Marriage immediately voids any prior will so you will need to make a new one.

## When you get your certificate...

Do not laminate it! They are printed from a very special paper that authorities have to be able to feel is authentic. If you laminate it, they cannot do that. Just keep both certificates safe in the Certificate of Marriage envelope I gave you.

If you lose your Certified Marriage Certificate (the one from the Registry), they can reprint for you any time for the same fee.

If you lose the Certificate of Marriage I gave you on your wedding day, it cannot be replaced under any circumstances. I take a photo of all signed certificates and keep it for one year after your wedding (not a legal requirement), so the best I can do is print you the photo to recreate it.

# Applying for your Legal Marriage Certificate Online

Go to <https://online-rbdm.justice.wa.gov.au/>

Scroll to the bottom. Check the box and click 'Start Application'

## Conditions of Use

Review the RBDM Online application [Conditions of Use](#).

☒ I have read and understood the Conditions of Use for the RBDM Online application and agree to those conditions.

Start Application

## Step 1

Enter your personal details. Use your birth name or current name (not your married name if you are changing it).

The screenshot shows the 'Applicant details' form. At the top, there are four steps: 1. Applicant (active), 2. Certificate, 3. Review, and 4. Payment. Below the steps, there are two radio buttons: 'Personal application' (selected) and 'Business application'. The form includes fields for 'Surname \*', 'Given names \*', 'Phone number \*' (with a note to include country code), 'Email address \*' (with a note that a fee invoice will be sent to this email), and 'Your residential address' with a field for 'Address line 1 \*'.

## Step 2 – Certificate Type

Choose Certificate Type

- Marriage
- Registered in WA? Yes
- Applying for your own cert? Yes
- Why do you need the cert? Legal

The screenshot shows the 'Choose certificate type' form. It asks to 'Select the type of certificate you would like to order.' with four buttons: 'Birth', 'Death', 'Marriage' (selected), and 'Change of Name'. Below this, it asks 'Was the Marriage registered in Western Australia?' with 'Yes' (selected) and 'No' buttons. Then it asks 'Are you applying for your own certificate?' with 'Yes' (selected) and 'No' buttons. At the bottom, it asks 'Why do you need the certificate? \*' with a dropdown menu showing 'Legal'.

## Step 2 – Marriage Details

Enter the date and place of your ceremony.

Enter Person 1 and Person 2 details. It does not matter who is each Person.

Use your birth name or current name (not your married name if you are changing it).

### Marriage details

Please complete the form below.

Date of marriage \*  
03/03/2006  ☐ I dont know the exact date

DD/MM/YYYY

Place of marriage (Suburb/Town)

West Perth

### Person one details

Enter the details for either marriage party.

Person one surname \*

Webb

Person one given name(s)

Aaron David

Person one date of birth

08/07/1982 

DD/MM/YYYY

### Person two details

Enter the details for either marriage party.

## Step 2 – Marriage Certified Copy

Select the quantity of certificates you need (most likely one).



**Western Australia**  
**MARRIAGE CERTIFICATE**  
State, South and Northern Territories Act

**REGISTRATION**  
Date of Marriage: 03/03/2006  
Place of Marriage: West Perth, Western Australia

**BIRTH DETAILS**  
Groom: Aaron David Webb  
Bride: Webb, Aaron David  
Place of Birth: Perth, Western Australia

**WEDDING DETAILS**  
Date of Marriage: 03/03/2006  
Place of Marriage: West Perth, Western Australia

**PERSON ONE**  
Surname: Webb  
Given Name(s): Aaron David  
Date of Birth: 08/07/1982  
Place of Birth: Perth, Western Australia

**PERSON TWO**  
Surname: Webb  
Given Name(s): Aaron David  
Date of Birth: 08/07/1982  
Place of Birth: Perth, Western Australia

**REGISTRATION**  
Date of Marriage: 03/03/2006  
Place of Marriage: West Perth, Western Australia

1. A copy of this certificate is to be kept in the Registry of Births, Deaths and Marriages, Perth, Western Australia.

2. This certificate is valid for 10 years from the date of issue.

### Marriage Certified Copy

Standard legal Marriage Certificate.

**Price each: \$53.00**

**Select quantity**

 Quantity: 1 

**Subtotal** **\$53.00**

## Step 2 – ID Documents

You need to provide proof of your ID. Make sure you have photos or photocopies/scans saved on your phone or computer and ready to upload. One must be a Photo ID. The easiest two are your Passport and your Medicare Card.

### Select your identity documents

When applying for a Western Australian certificate, evidence of **your** identity must be provided. Please ensure that you have these documents before continuing.

You **must** provide at least **three** forms of identification, using one of the options below.

#### Option 1

Provide **one** document from **List 1, List 2 and List 3**. At least one containing a photograph; or

#### Option 2

Provide **one** document from List 1 and **two** documents from List 2. At least one containing a photograph; or

#### Option 3

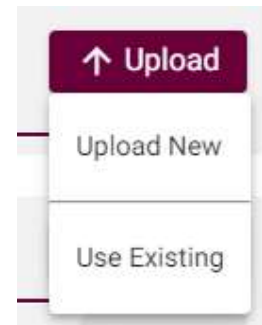
Provide **two** documents from List 2 and **one** from List 3. At least one containing a signature.

Please contact RBDM if you are unable to meet the identification requirements

[WA.gov.au](http://WA.gov.au)

On the next screen, enter the details for each piece of ID.

On the next screen, upload the documents. You can have them as separate images/documents or they can all be scanned/photographed together in one document. Upload it then for each other item, click on 'Use Existing' and choose the document you already uploaded.



## Step 2 – Certificate Information

Check all the details are correct. Click 'Edit' if you need to make a change.

## Step 3 - Review

Review the Delivery method, Processing Time and Purchase Details.

**Delivery**

Contact: Lisa Janet Webb  
lisa.webb@iinet.net.au

Ship to: 18 Sweetwater Bend  
Success, WA 6164, Australia

**Processing options**

Priority service guarantees processing within one business day. Certificates will then be sent by Express Post within Australia and regular airmail outside Australia.

☒ Standard processing Free

☐ Priority processing \$35.00

**Payment summary**

| Name                                     | Quantity | Subtotal       |
|------------------------------------------|----------|----------------|
| Webb and Webb<br>Marriage Certified Copy | 1        | \$53.00        |
| <b>Total</b>                             |          | <b>\$53.00</b> |

## Step 4 – Payment

Enter your Credit Card details.

You will receive a receipt and confirmation of your certificate order via email.

Get confused? Text me on 0415 064784 or message me via my page on Facebook or Instagram. I respond to these more quickly than my emails.