



Change of Details Form

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|--|---|
| Request to change: (Please tick one or more) | Name: <input type="checkbox"/> DOB: <input type="checkbox"/> Address: <input type="checkbox"/> Contact Details: <input type="checkbox"/> Gender: <input type="checkbox"/> |
|--|---|

CURRENT DETAILS

| | |
|------------------------|---|
| Student Number: | Date of Birth |
| First Name | Last Name: |
| Prefix: Mr/Mrs/Miss/Ms | Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <input type="checkbox"/> |
| Home Address: | |
| Phone: | Email: |

DETAILS TO BE UPDATED (PLEASE ADD CHANGED)

| | |
|------------------------|---|
| Student Number: | Date of Birth |
| First Name: | Last Name: |
| Prefix: Mr/Mrs/Miss/Ms | Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <input type="checkbox"/> |
| Home Address: | |
| Phone: | Email: |

THE FOLLOWING DOCUMENTATION IS REQUIRED
 Please provide **CERTIFIED COPIES** (see over page), or present documents to a staff member of Under the Hammer

| Change of Name (2 of the below, one showing previous name and one showing new name) | Date of Birth | Address & Contact Details | Gender |
|--|---|---|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport | <input type="checkbox"/> Driver Licence | <input type="checkbox"/> Doctor / Psychologist Certificate OR |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Photo Card | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Marriage Certificate (See page 2) | <input type="checkbox"/> Deed Poll / Change of Name | <input type="checkbox"/> Current Bill | |
| <input type="checkbox"/> Driver Licence | | | |
| <input type="checkbox"/> Deed Poll / Change of Name | | | |



| | |
|--|---------------------------------------|
| Student Signature: | Date: |
| Please return application form with documentation in person to: 503/77 Dunning Avenue Rosebery NSW 2018 Or Email to: enquiries@underthehammer.net.au | |
| ENROLMENTS USE ONLY | |
| Documentary evidence sighted (and attached) <input type="checkbox"/> | Details changed by: _____ Date: _____ |
| <u>Completed forms and their attachments will be retained as required by the Under the Hammer</u> | |

Guidelines for Change of Details Form

Certified documentation

All copies of documents must be certified.

A staff member of Under the Hammer will sign the copies.

A Justice of the Peace, who will stamp and sign the copies and include their name, registration number and state of registration.

Change of Name

Please provide 2 forms of identification from the list below, one must show previous name and one must show current (new) name:

- Birth Certificate
- Passport
- Marriage Certificate
- Driver Licence
- Deed Poll / Change of Name certificate

Date of Birth

Please provide one of the below, one must show previous name and one must show current Date of Birth:

- Birth Certificate
- Passport
- Deed Poll / Change of Name certificate



Address & Contact Details:

Please provide one of the below:

- Driver Licence
- Photo Card
- Current Bill (e.g. Water Bill or Electricity Bill)

Gender

Unspecified is the officially recognised gender classification for individuals who do not identify as male or female. To make a change in your student record, you are required to provide the following:

- Doctor/Psychologist certificate supporting this gender classification.