



Change of Details Form

Request to change (select all that apply):	
<input type="checkbox"/> Name	<input type="checkbox"/> Contact Details
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Gender
<input type="checkbox"/> Address	

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

Details to be Updated (Please add changed details):			
Student ID:		Date of Birth:	
First Name:		Last Name:	
Prefix:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
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
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Marriage Certificate (see page 3) <input type="checkbox"/> Driver License <input type="checkbox"/> Deed Poll / Change of Name	<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Deed Poll / Change of Name
Address and Contact Details	Gender
<input type="checkbox"/> Driver License <input type="checkbox"/> Photo Card <input type="checkbox"/> Current Bill	<input type="checkbox"/> Doctor / Psychologist Certificate <input type="checkbox"/> Passport

Signature:

Signed:		Date:	
Printed Name:			

Please return application form with documentation in person to:

503/77 Dunning Ave, Rosebery NSW 2018

Or email to: enquiries@underthehammer.net.au

Enrolment Use Only:

<input type="checkbox"/> Documentary evidence sighted (and attached)			
Details changed by:		Date:	
Completed forms and their attachments will be retained as required by <u>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 will stamp and sign the copies and include their name, registration, 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:

1. Birth Certificate
2. Passport
3. Marriage Certificate
4. Driver License
5. Deed Poll / Change of Name Certificate

Date of Birth

Please provide one of the below:

1. Birth Certificate
2. Passport
3. Deed Poll / Change of Name Certificate

Address & Contact Details

Please provide one of the below:

1. Drivers License
2. Photo Card
3. Current Bill (e.g. Water 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