



Amendment of Name Policy

Essential Summary

This policy outlines the procedures relating to the notification and notation of names contained within the Roll of Lawyers.



1. Scope

- 1.1 This policy applies to all admitted lawyers in the State of New South Wales.

2. Purpose

- 2.1 To provide a clear procedure for the notation of names on the roll of lawyers resulting from a change in the name of a lawyer admitted.

3. Definitions

Board means the Legal Profession Admission Board.

Prescribed fee means the amount prescribed by the Board as the amount payable for the lodgement of a change of name application, as amended from time to time.

Roll of Lawyers means to roll containing the names of all admitted lawyers of the Supreme Court of New South Wales.

Roll means the same as 'Roll of Lawyers'.

4. General Principles

- 4.1. Admitted lawyers must notify the Board of a change in name promptly to ensure names on the roll are correctly notated to record the lawyer's current name.
- 4.2. It is the individual's responsibility to ensure that their name is updated on the roll.

5. Operation

- 5.1. Lawyers must formally request a notation on the roll by completing the 'Change of Name Form'
- 5.2. The Change of Name Form must be accompanied by:
- 5.2.1. a Statutory Declaration stating the reasons for the request, and
 - 5.2.2. a certified copy of the document relied upon to effect notation on the roll.



- 5.3. The certified document must be a Change of Name or Marriage Certificate from the Registry of Births, Deaths and Marriages (BDM).
- 5.4. The certified BDM Change of Name or Marriage Certificate must be submitted to the Board along with the documents stipulated in clause 5.1 and 5.2.
- 5.5. Lawyers must pay the prescribed fee upon submitting their application.
 - 5.5.1. If payment is made online, the payment receipt must be attached to the form.

Note: The prescribed fee does not include any certificates displaying the updated name. Updated certificates must be ordered separately and the relevant prescribed fee paid.



Schedule 1

CHANGE OF NAME

Current Name

Surname	Given Name	Middle name/s

Previous Names

Surname	Given Name	Middle name/s

Address _____

State _____ Postcode _____

Phone _____ Work Ph _____ Mob _____

Signature of Applicant _____ Date _____

Witnessed _____ Date _____

OFFICE USE ONLY

- Correct Form Signed and Witnessed
- Statutory declaration Signed and Witnessed
- Certified BDM Cert/ Marriage Cert.



6. Document information

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Business Centre:	Legal Profession Admission Board of NSW
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7. Document history

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