

Staff Change of Details Form



Request to change: (Please tick one or more)	Name:	Preferred First Name:	Professional Surname:**	Address:	Gender:
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CURRENT DETAILS

Staff Number:	Date of Birth:
Family Name:	Other Name(s):
Prefix : Mr/Mrs/Miss etc.	Gender: Male: Female: Indeterminate/Intersex/Unspecified:
Current Address:	Current Postcode:

DETAILS TO BE UPDATED (PLEASE ONLY COMPLETE CHANGED DETAILS)

Family Name:	Preferred First Name:
Professional Surname:	Other Name(s):
Prefix : Mr/Mrs/Miss etc.	Gender: Male: Female: Indeterminate/Intersex/Unspecified:
New Address:	New Postcode:

THE FOLLOWING DOCUMENTATION IS REQUIRED

Please provide **CERTIFIED COPIES** (see over page), or present documents to HR Services

Change of Name (2 of the below, one showing previous name and one showing new name)		Date of Birth		Gender	
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Doctor / Psychologist Certificate OR
<input type="checkbox"/>	Passport	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Passport
<input type="checkbox"/>	Marriage Certificate (See page 2)	<input type="checkbox"/>	Deed Poll / Change of Name		
<input type="checkbox"/>	Driver Licence				
<input type="checkbox"/>	Deed Poll / Change of Name				

Signature :	Date:
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Please return this form with documentation to HRServices
Phone: +61 2 4033 9999 **E-mail:** hrdataentry@newcastle.edu.au

** The University is required to use your legal name for Single Touch Payroll purposes. A professional surname may be used to display a different name in all other University systems including Staff Directory, Researcher Web Profile, Blackboard, Office365 applications including email address book and telephones.

If an update is required to an existing email address to reference a professional surname, it will require a ServiceUON request. Click [here](#) to submit a request - Updating your UON staff email address after change of name.

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's Privacy Management Plan.

Guidelines for Change of Details Form

Certified documentation

All copies of documents must be certified. The University of Newcastle accepts documents that have been certified by:

- An authorised person of a tertiary or higher education institution who will sign and stamp the copies. **HR staff can perform this service.**
- A Justice of the Peace, who will stamp and sign the copies and include their name, registration number and state of registration.
- A person currently employed as:
 - an accountant
 - a bank manager
 - a credit union branch manager
 - a barrister, solicitor or attorney
 - a police officer of the rank of sergeant or above
 - a postal manager
 - a principal of an Australian secondary college, high school or primary school.

Each certified copy must include an official stamp from the notary's employing institution.

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 (**No commemorative certificates can be accepted**)
- Driver Licence
- Deed Poll / Change of Name certificate
- Letter from Tribal Elder

Preferred First Name

Acceptable reasons to change Preferred First Name (no documents

required): Anglicized e.g. Wong (Bruce) Lee

Abbreviations e.g. Jonathon to Jon

Order of existing names e.g. He Wong Lee to Lee Wong He

The following changes are not acceptable:

Nicknames, slang or titles

Offensive language or drug references

Gender

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

- Doctor/Psychologist certificate supporting this gender classification.