

Request for change of personal details

This form is for requesting a change of personal details including change of name, address, contact details and recorded gender.

Completing this form

- Read and complete all questions
- Ensure that all pages and required attachments are returned to VDWC
- Type or print clearly in required space
- Place an X in all applicable boxes
- Do not send original documents unless specified
- Return this form and any other required documents to the Registration team at registration@vdbc.vic.gov.au.

SECTION A: Personal details

What are your current details held by the Board?

Title:

Mr

Mrs

Miss

Ms

Dr

Other

Family name: _____

First given name: _____

Middle name(s): _____

Other names known by: _____

Date of birth: _____

Gender:

Man

Woman

Self-described (please specify): _____

If you are currently registered with the Board, what are your registration details?

Division:

Registered disability support worker

Registered disability practitioner

Registration number: _____

Do you want to update your personal details?

- Yes Complete the below
No Go to section B: Contact information

Title:

Mr Mrs Miss Ms Dr Other

Family name:

First given name:

Middle name(s):

Other names known by:

Date of birth:

Man Woman Self-described (please specify):

If you have ever been formally known by another name, or you are providing documents in another name, you must attach proof of your name change unless this has been previously provided to the Board. If you are requesting to update your gender description, you must attach sufficient evidence to support your request. For more information, see Change of name and Change of recorded gender in the 'Information and definitions' section of this form.

Are you declaring a change of name, recorded gender?

- Yes Go to the next question
No Go to section B: Contact information

Which documents from each category will you provide for proof of identity?

You must provide one document from each category – A, B and C – listed in the table on page 3.

The documents provided must meet the following criteria:

- At least one document must be in the applicant's current name.
- Your category B document must have a recent photo.
- All documents must be officially translated into English.
- If using your passport, a copy of the identity information page (the photo page) must be provided.

Choose proof of identity documents to submit:

A document may only be used once for any category.

A document from Category D is only required if your Category B or C document does **not** provide evidence of your residential address.

Documents	Category A	Category B	Category C
Australian passport			
Australian birth or adoption certificate		NA	
Australian visa		NA	
Immicard		NA	
Australian citizenship certificate		NA	
Australian motor vehicle licence or learners permit	NA		
Foreign passport	NA		
Australian Working with Children / Vulnerable People Card	NA		
Australian firearms or shooter's licence	NA		
Australian student ID card	NA		
International or foreign motor vehicle licence	NA		
Australian proof of age card	NA	NA	
Australian government benefits	NA	NA	
Australian registration certificate	NA	NA	
Australian financial institution account	NA	NA	
Australian Medicare card	NA	NA	
Australian PAYG payment summary	NA	NA	
Australian motor vehicle registration	NA	NA	
Australian Taxation Assessment Notice	NA	NA	
Australian insurance policy	NA	NA	
Australian pension/healthcare card	NA	NA	
Documents	Category D		
Australian rate notice			
Current Australian lease or tenancy agreement			
Australian utility account			
Australian electoral enrolment card			

Please attach a copy of all proof of identity documents that you have indicated above.

SECTION B: Contact information

What are your contact details?

Provide your current contact details and place an 'X' next to your preferred contact phone number.

Business hours: _____

After hours: _____

Mobile: _____

Email: _____

Other - Please specify: _____

Do you want to update your residential address details?

When you are not currently practising, or when you are not practising as a disability worker predominantly at one address:

- your residential address will be recognised as your principal place of practice, and
- the information items marked with an asterisk (*) will appear on the public register as your principal place of practice.

Refer to the question below for the definition of principal place of practice.

Residential address cannot be a PO Box.

Address: _____

*City/Suburb/Town: _____

State or Territory: _____ *Post Code: _____

Do you want to update your principal place of practice details?

Principal place of practice for a registered disability worker is:

- the address at which you will predominantly practise as a disability worker; or
- your principal place of residence, if you are not practising as a disability worker or are not practising the as a disability worker predominantly at one address.

Principal place of practice cannot be a PO Box.

The information items marked with an asterisk (*) will appear on the public register.

Address:

*City/Suburb/Town:

State or Territory: *Post Code:

Do you want to update your mailing address details?

Choose appropriate action:

- I want to use my residential address
- I want to use my principal place of practice
- I want to use the address below

Address:

City/Suburb/Town:

State or Territory: Post Code:

SECTION C: Declaration

I declare that I am the registered disability worker/applicant named in this document.

Name of registered disability worker/applicant

.....

Signature of registered disability worker/applicant

.....

Date

.....

SECTION D: Checklist

Have the following items been attached, if required?

Question	Document	Attached
Question 3	Evidence of a change of name (if required)	
Question 3	Evidence of a change of recorded gender (if required)	
Question 5	Copies of all documents that provide sufficient evidence of your identity	

Information and definitions

Change of name

To change your name, you need to provide evidence of a change of name if you were ever formally known by another name(s) or any of the documents you are providing in support of your application is in another name(s).

Evidence must be a copy of one of the following documents:

- a standard marriage certificate (the commemorative certificate you got on your wedding day isn't the 'official' (legal) marriage certificate and will not be accepted)
- a change of name certificate.

To revert to a former name, a copy of the full birth certificate is required.

Change of your recorded gender

To change your recorded gender, you need to provide supporting documentation. You need to provide one of the following with your request for a change of recorded gender:

- a valid Australian government travel document, such as a valid passport, which specifies your gender.
- a state or territory birth certificate which specifies your gender, or document from an Australian Registrar of Births, Deaths and Marriages recognising a change of gender.

Please email your completed form and required attachments to:
registration@vdwc.vic.gov.au

Please note: The Board and the Commission collect and use personal information in accordance with laws including the *Disability Service Safeguards Act 2018* and the *Privacy and Data Protection Act 2014*. You can access the Commission's privacy policy on our website at www.vdwc.vic.gov.au/privacy.

For more information

To receive this form in an accessible format phone 1800 497 132, using the National Relay Service 13 36 77 if required, or [email the Victorian Disability Worker Commission <info@vdwc.vic.gov.au>](mailto:info@vdwc.vic.gov.au).

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Available at the [Victorian Disability Worker Commission's website <vdwc.vic.gov.au>](http://www.vdwc.vic.gov.au).