

Adjustment of Records – Maritime Customers Only

Changes to Address, Name, Vessel, Engine Concession, Medical Condition

- You must provide supporting documents (*certified copies are acceptable*) to change name, pension concession status, medical conditions and some vessel details. See details listed below for more information.
- Should you require further information visit any registry/service centre, or call Roads and Maritime Services (RMS) Contact Centre on 13 22 13. **Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 and ask for 13 22 13.
- Once this form is completed, please refer to page 2 for submitting details.

Note: Certified change of name documents **cannot be faxed or emailed**. These applications must be mailed or presented to an RMS or SNSW site in person.

1. Details to be changed (tick applicable box(s))

You **must** provide supporting documents (*certified copies are acceptable*) to change name, pension concession status, medical conditions and some vessel details.

Customer name

Note: To change your name you **must** either mail this application form and required documents or attend an RMS / SNSW site **in person**.

Documentation required:

- Original or certified copies of a full **or** primary identity document showing your original name **and**
- A secondary identity document showing your original or new name **and**
- **One** of the following documents evidencing your name change:
 - i) Marriage certificate issued by the NSW Registry of Births, Deaths and Marriages or Interstate equivalent (*Commemorative Certificates are not acceptable*);
 - ii) Divorce decree (*bearing the name being reverted to*);
 - iii) Change of name certificate issued by the NSW Registry of Births, Deaths and Marriages;
 - iii) Deed Poll registered with the relevant authority;
 - iv) Document showing evidence of change of name registered in the Land Titles Office;
 - v) Birth certificate showing the name at birth and your new name (*Commemorative Certificates are not acceptable*).

Customer address

Individuals - No documentation is required. Simply complete and submit this form, or phone RMS' Contact Centre on 13 22 13.

Organisations - Letter authorising the change required on the organisation's letterhead and signed by a Director/Secretary/President/Chairperson.

Medical / Eyesight condition

- A letter or report from a medical practitioner stating that your medical condition/disability will not affect your ability to safely operate a vessel **or**
- A copy of your NSW driver licence (*both sides*).

Pensioner concession

- A copy of **both** sides of your pensioner concession card is required.

Vessel details - No documentation is required for changes to vessel details noted in Section 5 of this form. Simply complete and submit this form.

Engine details - No documentation is required. Simply complete and submit this form.

2. Customer details (include all **NEW** details)

Surname

Given names

Organisation name (*if applicable*)

Residential address (*PO box not acceptable*)

Postcode

Postal address (*if different from residential address*)

Postcode

Email address

Office hours number

Fax number

After hours / mobile number

3. Personal details

Date of birth

Sex Male

Female

4. Maritime details

Your licence number

or Your registration number

Your mooring number

(continued next page)

5. Vessel / Engine details (include all **NEW** details)

Note: Vessel/engine detail changes for Commercial vessels **cannot** be notified using this form. Please contact Commercial Vessels on 13 12 56 for assistance.

Vessel name

Vessel model

Hull colour

Topside colour

Engine manufacturer

Fuel type

Engine serial number

Engine horsepower

Tick applicable

Inboard

Outboard

Reason for engine change

(eg engine stolen / replaced / scrapped / traded-in / auxiliary motor)

6. Representative's Authority (if applicable)

This authority must be completed if you send someone else to conduct business on your behalf.

I declare that the person below is my authorised representative.

Signature

Date

Representative's details

NSW Driver's licence / Customer number

Name

Address

Postcode

Date of birth

Sex

Male

Female

Representative's signature

Date

7. Privacy Statement and Declaration

I declare that the information supplied is true and complete, and that I am authorised to make these changes as the licensee.

I acknowledge that I have read and understood Roads and Maritime Services' brochure entitled "Proof of Identity and use of Personal Information Under the Privacy Act – 1998" and agree that my personal information may be disclosed to the persons/agencies listed in the brochure.

I understand that I have a right to access and where necessary seek amendment of personal information about me held by RMS in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998 (NSW)* and/or the *Privacy Act 1988 (Cth)*.

Signature

Date

8. Submitting your form

Submit this completed form and **all** required documentation:

Note: If you are applying for a **change of name** you can **only** submit your form and documents in person or by mail.

In person: At any registry / service centre

By mail: Roads and Maritime Services
Agency Business Centre
PO Box 21
Parkes NSW 2870

By fax: (02) 6861 1419

By Email: Scan and email this form and any supporting documents to:
Parkes_Maritime@rms.nsw.gov.au

RMS / SNSW Office Use

Proof of Identity Record

Stand alone or primary proof

Secondary proof (if necessary)

Document number

Secondary proof issue or E/Date

Document produced to prove change

Date of issue or expiry date

GAC / RMS / SNSW location

Issue centre number

CSO / CSR signature

Staff number

Date

Number of attachments