

Guide to completing *Form 14—General request*

Request to change name

The following information will assist you to complete a Land Registry *Form 14—General request* to change name details. This guide only applies to changing the name of a natural person who is the registered owner of a freehold lot.

Important information

While individuals in Queensland may undertake their own property transactions, only legal practitioners are qualified to provide legal advice. Therefore, discussions with the Department of Environment and Resource Management (DERM) officers will be limited to explaining the requirements of Land Registry forms and procedures.

Parties electing to undertake their own property transactions must assume responsibility for ensuring the accuracy and legal correctness of lodged documents.

Property transactions can potentially involve complex legal considerations; it may therefore be prudent for parties to seek professional legal advice.

How to complete the form

Lodger details: Insert name, postal address, email address and telephone number for correspondence purposes.

Item 1 Insert the nature of the request as 'Request to record change of name of a natural person'. Under 'Lodger', insert the lodger's name, postal address, email address and telephone number.

Item 2 Insert lot on plan description, county, parish and title reference as they appear on the title or title search. The reference to the plan must show the correct prefix (e.g. RP, BUP, GTP, SP).

Example

2. Lot on Plan Description	County	Parish	Title Reference
Lot 27 on RP204939	Stanley	South Brisbane	16723144

Item 3 Insert the full name of all registered proprietors as they currently appear on the title or title search.

Item 4 Insert 'Fee simple'.

Item 5 Insert the full current legal name of the applicant (i.e. the person requiring the name be changed) and the postal address for service of notices (e.g. rates notices).

Item 6 Insert appropriate words for the actual request (e.g. I hereby request that: 'the name of one of the registered owners be changed from to in accordance with the attached evidence').

Item 7 Execute (sign and date) the form.

How to lodge the form

You may lodge Form 14 in person, between 8.30 am and 4.30 pm on business days, at a DERM service centre with lodgement facilities. Alternatively you may post the form to any lodgement service centre. Locations of service centres can be found on the DERM website <www.derm.qld.gov.au>.

You should lodge the following with Form 14:

- a supporting declaration, on *Form 20—Schedule/enlarged panel/additional page/declaration/title reference*, setting out the circumstances of how the name was changed (see page 2). The page numbering on Form 14 and Form 20 must be inserted.
 - documentary evidence to support the request (e.g. an original certificate of marriage from the Registry of Births, Deaths and Marriages). A copy is acceptable, providing it is a good quality photocopy of the original issued from the registering authority and has either:
 - been properly certified as a true copy of the original by a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor)
- or
- been submitted with the original for comparison with the copy by a departmental officer. The original will be

returned immediately to the lodger.

- the relevant certificate of title, if one exists.

The document does not require a duty notation.

The form should not be folded.

Fees

A regulatory fee is payable for lodging Form 14. An additional fee will apply if the document is lodged through the post. Contact Titles Registration Customer Service to obtain current fee information. You can pay by cash, cheque, EFTPOS or credit card.

Further information

For further information refer to customer information sheets *Lodgement and processing of Land Registry documents*, *Completing Land Registry forms* and *Complying with Titles Registry requisition notices*. If then you still have further enquiries, contact Titles Registration Customer Service by telephone on (07) 3405 6900 or by email <titlesinfo@qld.gov.au>. Land Registry forms and customer information sheets are available from the DERM website <www.derm.qld.gov.au>.

Example of supporting declaration

QUEENSLAND LAND REGISTRY

Land Title Act 1994 and Land Act 1994
and *Water Act 2000*

FORM 20 Version 2

**SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION**

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Title Reference 16723144

I, **LAURA MARGARET WINDSOR** do solemnly and sincerely declare as follows:

1. I am the person identical with Registered Owner **LAURA MARGARET BARNARD** named in Item 3 on the attached *Form 14—General request*.
2. My true and correct name is as shown in Item 5 on *Form 14—General request* as **LAURA MARGARET WINDSOR** as on the 14th day of August 2006 I married **GEOFFREY MATTHEW WINDSOR**, as evidenced by the copy Certificate of Marriage deposited herewith.

AND I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

DECLARED AND SIGNED before me at Brisbane)

this 21st day of November 2007)

LM Windsor

(Signature of Declarant)

WJ Brown JP(Qual)

(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

(Name of Witness in Full)