

NAME CHANGE - CHECKLIST

After your wedding the Bride may need to inform everyone of her name change and the groom may wish to confirm with the institutions below of his marriage. Here is a list to assist you. Templates for name change notification are detailed on the following pages.

- Medical & Doctor
- Passport* (See note below)
- Bank, Loans & Insurances, Credit Cards, Investments
- Memberships & Subscriptions
- Superannuation (Especially change of Beneficiary)
- Vehicle License & RTA
- Local Council & Electoral Role
- Post Office (change of address)
- Telephone, Gas & Electricity
- Your Work
- Centrelink

* A cost-free replacement Passport may be issued if application is made within an allotted time frame. Telephone the Passport Office for further enquiries.

Maureen Thorpe

To:

.....

.....

Dear :

Re: Membership Name Change Notification

Member Number

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and Should you have any queries regarding this change, please do not hesitate to contact me on

.....

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate

To:

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.....
.....

Dear Sir/Madam,

Re: Name Change Notification - Insurance

Policy Holder **Policy Number**

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and should you have any queries regarding this change, please do not hesitate to contact me on

.....

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate

To:

.....

.....

Dear Sir/Madam,

Re: Name Change Notification

Electricity/Gas/Telephone/Water Account Number

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and should you have any queries regarding this change, please do not hesitate to contact me on

.....

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate

To:

.....

Dear Sir/Madam,

Re: Name Change Notification

Health Fund Member Number

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and should you have any queries regarding this change, please do not hesitate to contact me on

.....

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate

To:

.....

.....

Dear Sir/Madam,

Re: Name Change Notification

Bank Account Number(s)

.....

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and should you have any queries regarding this change, please do not hesitate to contact me on

.....

I **request/do not request** a replacement card to be issued in my new name.

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate

To:

.....

.....

Dear Sir/Madam,

Re: Change of Personal Details – Superannuation Fund

Member Name

Please be advised that following my recent marriage, I wish to register the change of personal details and confirm my address as follows:

New Name	
Address	

Please amend your records accordingly to reflect the changes. I enclose a photocopy of my marriage certificate and should you have any queries regarding this change, please do not hesitate to contact me on

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Please note that I **request/do not request** a CHANGE OF BENEFICIARY Form.

Yours sincerely,

.....

.....

(Signature)

(Print name)

.....*(date)*

Enclosure: Photocopy of Marriage Certificate