



# Application to Note Change of Name CHECKLIST

|                 |  |        |  |
|-----------------|--|--------|--|
| Name(s):        |  |        |  |
| Postal Address: |  |        |  |
| Phone Number:   |  | Email: |  |

Before lodging an Application to Note Change/Correction of Name, please ensure you complete the following checklist and include with your lodgement:

Application form is fully completed, with correct wording, in blue or black ink.  
Refer to *Application to Note Change/Correction of Name Guidance Notes* for assistance

Application form has the certifications completed

Evidence to be provided e.g. copy of Marriage or Change of Name certificate

Registration Fee for 2024/2025 is **\$192.00** cash, EFTPOS, cheque, or money order payable to Land Services SA

**Verification of Identity (VOI)** requirements met, including certified copies of ID.  
Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 1)

**Self-Represented Party – Authorised Person Certification form** to be completed by an authorised person. (e.g. Justice of the peace)  
Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)

**Verification of Authority (VOA)** requirements met.  
Refer to the online information [www.landservices.com.au](http://www.landservices.com.au) *Verification of Authority Guidelines* (Section 7.1). Two forms of VOA are required for example Council rates, ESL Notice, Land tax, Utilities bill. These can be photocopies of the current accounts.

**Note:** Dealings cannot be accepted for lodgement **if the VOI and VOA requirements are not met.**  
Office hours are between 9am-5pm  
A Confirmation of Registration Notice will be provided when the document has been registered.

*Land Services SA strongly advises all people to seek the assistance of a registered conveyancer or solicitor when dealing with any estate and interest in land.*

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