

# Electronic Change of Name Document – FAQs

## Will the registered proprietor/registered interest holder need to sign a Client Authorisation Form?

Yes, they will need to complete and sign a Client Authorisation Form.

## Does Verification of Identity (VOI) need to be conducted on the registered proprietor/interest holder?

Yes. As per rule 6.5 of the WA Participation Rules, VOI is required to be conducted for all Clients.

## Is evidence required to support the document?

Yes. The Subscriber will need to obtain the same evidence from their Client that is currently required for an Application to Amend Name. This may include a statutory declaration and, where applicable, additional evidence may be required such as a marriage certificate, birth certificate etc. For more information on evidence requirements please refer to “NAM-01 Name Amendment” in the [Land Titles Registration Policy and Procedure Guides](#).

## Does the evidence need to be lodged with the electronic document?

No. The Registrar can rely on the certifications within the document that the document is correct and compliant with relevant legislation and all Prescribed Requirements, and that the Certifier has retained the evidence to support the document. Evidence to support the document must be retained for a minimum of 7 years.

## Does the evidence for an electronic Change of name document need to sighted/certified by Landgate or Australia Post?

No. For electronically lodged documents, a Subscriber may retain a copy of the evidence, and does not have to have the copy certified by Australia Post or sighted by Landgate.

## Does the evidence for an Application to amend name document lodged in paper need to be sighted/certified by Landgate or Australia Post?

Yes. The requirement to have evidence sighted/certified for paper transactions still applies.

## Why are there different requirements for sighting/certification of evidence that are dependent on the method of lodgement?

Documents lodged electronically are lodged in a closed, secure system and are governed by additional legal framework (the Electronic Conveyancing National Law). The certification regime for electronic conveyancing allows the Registrar to rely on the certifications by industry professionals within the document, which is why the evidence for electronically lodged documents does not need to be sighted/certified by Landgate or Australia Post.

## Can a mortgagee use the electronic Change of name document?

The document is available to Subscribers that may act on behalf of Clients, such as licensed conveyancers and solicitors. Subscribers that only represent themselves cannot use the Change of name document on behalf of Clients. A Subscriber that is representing the Client can be invited into the workspace to complete the Change of name document.

## Is it a regulated requirement for an eligible Change of name document to be lodged electronically?

Although electronic lodgement of the Change of name document is highly encouraged, it is not currently a regulated requirement to lodge a Change of name document electronically.

## Is a Request to Accept Paper Lodgement coversheet required to be provided when lodging an Application to Amend Name in paper?

No, as it is not a regulated requirement to lodge the Change of name document electronically, a coversheet is not required.

## Is a separate Change of name document required for each proprietor/interest holder?

Yes, the electronic Change of Name document can be used for one proprietor/interest holder per document.