

Provide evidence of the name change to the Board



1. Name change documentation:

- A marriage certificate,
- A deed poll,
- A divorce certificate/order (decree absolute), or
- Other name change documentation.



2. Certified Correctly

As shown below.



3. Translated

If any of the required documentation is in a language other than English, you will need to provide certified copies of both the original language documents and the translated versions.



4. Posted

All documentary evidence should be posted to:

Teachers Registration Board of Tasmania
GPO Box 539
Hobart 7001
Tasmania Australia

We cannot accept photocopies, electronic or facsimile copies of documentary evidence

Certifying Documents Correctly

A certified copy is a photocopy of an original document which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public.

- The person certifying the copy must sight the original document.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.

Job title & Office held

I certify this to be a true and accurate copy of the original document sighted by me

Janet Anne Smith

J.A. Smith

Ex-Officio Commissioner for Declarations
Teacher, Department of Education Tasmania
Date Sighted: 12 June 2015

Print full name & sign

Date documents sighted

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time teachers at a school or tertiary institution | <input checked="" type="checkbox"/> Ministers of religion under the Marriage Act 1961 |
| <input checked="" type="checkbox"/> Bank officers with 5 years continuous service | <input checked="" type="checkbox"/> Members of Parliament, or local government councillors |
| <input checked="" type="checkbox"/> Police officers | <input checked="" type="checkbox"/> Public sector permanent employees with 5 years continuous service |

A number of staff at the TRB are Commissioners for Declarations. You can bring your original documents in to our office to be certified: 2 Kirksway Place (Level 4) Battery Point, 7004