

Step 1 - Change your details with Justice

As your surname in TRB records needs to match the surname on your Registration to Work with Vulnerable People (RWVP) please change your name with the Department of Justice first.

To change your name, visit a [Service Tasmania shop](#) with evidence of your new name. For proof of identity requirements see the [Proof of Identity](#) fact sheet (PDF file, 414.3KB).

A paper form is available for interstate or overseas applicants not able to visit a Service Tasmania shop. Please email workingwithchildren@justice.tas.gov.au to request the form.

See http://www.justice.tas.gov.au/working_with_children/change_details.

Step 2 - Provide evidence of the name change to the Board

To change your name in your TRB record you need to provide the Board with the required documentary evidence.

Either provide the original document or a correctly certified copy – please read and understand the guidelines for certified copies on the following page before you organise your certified copies.

If you have been known by any other names you will need to provide certified copies of documentary evidence of **ALL** those names. For example:

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

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

Step 3 – Confirmation from the Board

We will send you an email confirmation of the name change in TRB records.

You will then appear on our public [register of Tasmanian teachers](#) and school [Watched Registration lists](#) under your new name.

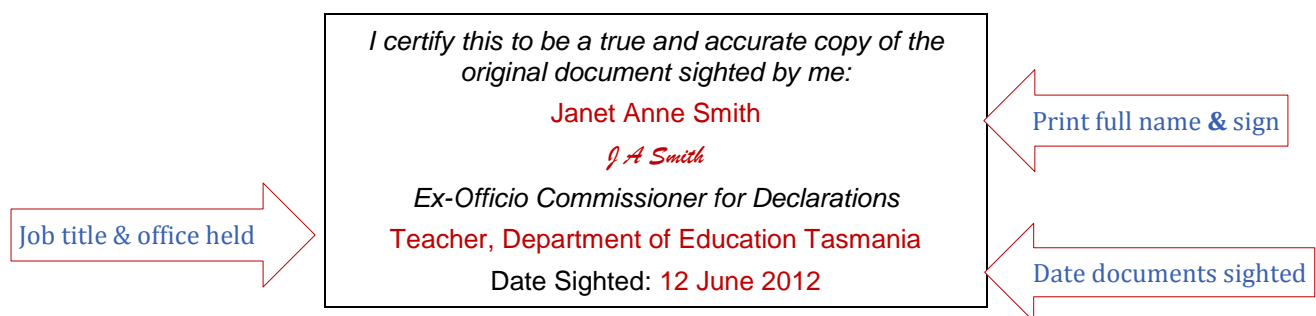
Certifying Documents Correctly

All documentary evidence must be certified correctly to be considered by the Board.

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.

Important Guidelines for Certification:

- The person certifying the copy must also sight the original document.
- Certified copies must bear **original signatures**. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on the back of the page and not on another page and attached to the copy.
- The certification must be on the actual copy and not on a sticker (unless the original signature extends beyond the edge of the sticker and onto the copy).
- Certified documents supplied to the TRB as part of an application **will not be returned** to an applicant.
- The TRB will not accept certified copies of electronic/scanned documents or downloads from the internet.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.



Who can certify my documents?

In Tasmania, [Commissioners for Declarations](#) include ([all professional groups listed here](#)):

- Full-time teachers at a school or tertiary institution
- Bank officers with 5 years continuous service
- Ministers of religion under the Marriage Act 1961
- Public sector permanent employees with 5 years continuous service
- Police officers
- Members of Parliament, or local government councillors
- TRB Staff

Translations

If any of your documents are in a language other than English, you will need to provide certified copies of the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

Providing the documents to the Board

Post your certified documentary evidence to:

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

Alternatively bring your original documents to our office at [213 Cambridge Road, Warrane](#) and we will make a certified copy for our records.