



Ministry of Justice
Births, Deaths and Marriages (BDM) Office
Information on Change of Name

Criteria

- A person may only change his or her given name or surname if he or she is at least 18 years of age and if the change of name is registered in accordance with section 15 of the Births, Deaths and Marriages Registration Act 1975 (**Act**) and any regulations made under the Act.
- The parents of any child who has not attained the age of 18 years may only change the given name or surname of the child by registration in accordance with section 15 of the Act and any regulations made under the Act, provided that for this purpose, the term 'parents'-
 - where one of the parents has deserted the child or is dead, unknown, missing or of unsound mind, means the other parent; and
 - where the child has been adopted, means the adoptive parents.

Who can register a name change?

To register a name change in Fiji, an individual must have his or her birth registered in Fiji.

How long will it take?

Processing of the application for name change may take up to 5 working days to allow for back-end manual and system verifications, from the time a correct and complete application is received. If you have requested for a birth certificate showing your new name, it will be issued as soon as the name change is processed on the eBDM system.

Guidelines for the new name

The application form does not require any reason for changing names and once the name on the BDM system is changed and a most current birth certificate is issued, the applicant must use the new name for all official records and renewal of ID.

You must make true statements

You must make true statements when completing the Application for Registration of Change of Name and declaration. If you make, or cause to be made, any false statement or declaration you will be liable on conviction to a fine of up to \$10,000 or imprisonment for a term up to 5 years or both.

What is not acceptable?

The new name (or combination of names) may not be accepted for registration if:

- It might cause offence to a reasonable person; or
- It is unreasonably long (i.e. it should be less than 100 characters long, including spaces); or
- Without adequate justification, i.e. includes, or resembles, an official title or rank (in which case attach a letter of explanation); or
- It is not a name (i.e. it must not include numbers or symbols).

Birth registered in Fiji

If your birth is registered in Fiji, any new birth certificate after name change that is issued will show the new name and will invalidate the previous birth certificate issued.

Use of new birth certificate after change of name

If a person has changed his or her name, he or she must only use his or her new birth certificate and must not use his or her previous birth certificate. Please note that use of previous birth certificates or previous names after the name change will amount to an offence under the False Information Act 2016.

Documents to attach

You must provide your previous birth certificate (if any) and one of the following valid photo ID:

- Fijian or overseas Passport bio data page
- Fijian or international Driving Licence
- Fiji Revenue and Customs Service/ Fiji National Provident Fund joint card (FRCS/FNPF Card)
- Fijian Voter Card

For child under 18 years of age

- Parent(s) to provide one of the above valid photo ID
- Child's passport size photo
- Child's previous birth certificate (if any)
- If separated or divorced, and not available at the time of lodgment of the application form consent of other parent is required

Fees

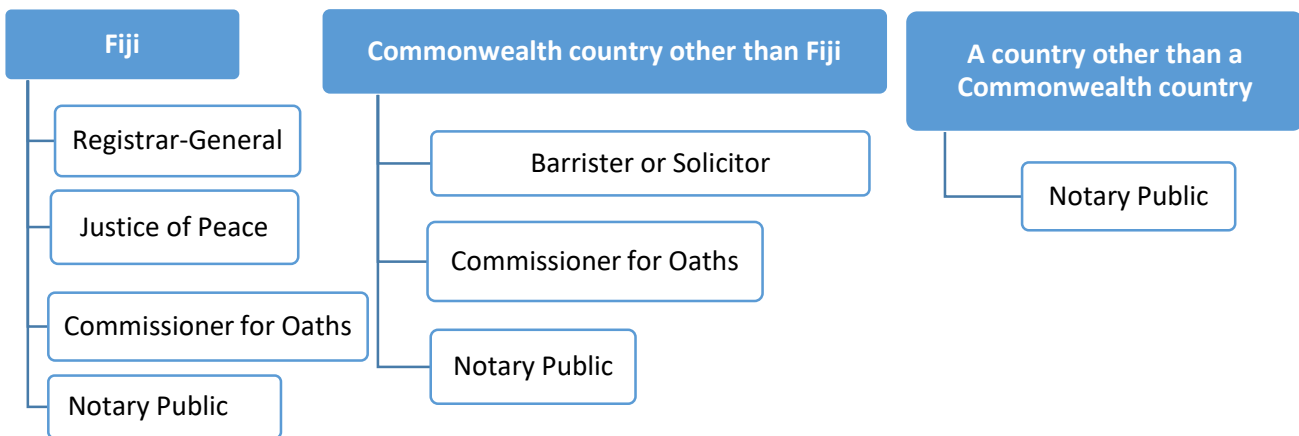
Application to register a name change is **FREE**

Commissioner for Oaths and Justice of the Peace cannot charge any fees in cash or kind for their services.

You must sign the application before one of these people

The qualification of the person authorised to take a statutory declaration must be one of the following and depends on whether you are making the declaration in Fiji, or outside Fiji and in a Commonwealth country.

For those applying from within Fiji, the application form can be witnessed by the staff of BDM and any other authorised person acting on behalf of the Registrar-General which includes staff of the Fijian Elections Office (FEO).



Commissioner for Oaths are available at all Legal Aid Commission offices all over Fiji and at all branches of the Office of the Attorney-General. A list of all Commissioners for Oaths in Fiji can be found on <https://judiciary.gov.fj/find-a-commissioner-for-oaths-or-jp/> and a list of Justices of the Peace can be found on www.justice.gov.fj

If you require any clarification or if you have witnessed Justices of the Peace charging fees for witnessing the declaration on the application form for registration of change of name, please contact the Registrar-General on email neel.singh@justice.gov.fj or on 9905125 or the Deputy Registrar-General on email msotutu@justice.gov.fj or on 9908953.

If you have witnessed Commissioner for Oaths charging fees for witnessing the declaration on the application form for the registration of change of name, please contact the Deputy Registrar at the Judicial Department on email krishan.prasad@live.com or on 8916234.

Applications for registration of change of name can be made at the following offices:

| BDM Offices | Location |
|--------------------|--|
| Suva | Ground Floor, Suvavou House, Suva |
| Nasinu | Unit 11 & 12, Valelevu Complex, Nasinu |
| Nausori | Tara's Building, River Road, Nausori |
| Navua | Ro Matanitabua House, Navua |
| Korovou | Harbhai Patel Buildings, Korovou, Tailevu |
| Sigatoka | Keasuna Buildings, Sigatoka |
| Nadi | Level 1 GT Plaza, Vunavou Crescent, Nadi Town |
| Lautoka | Level 1 Westfield Building, Tukani Street, Lautoka |
| Ba | Ground Floor, Koronubu House, Ba |
| Tavua | Mobil Building, Tabavu Street, Tavua |
| Rakiraki | Ground Floor, Bhima Building, Vaileka, Rakiraki |
| Labasa | Ground Floor, Namuka House, Labasa |
| Nabouwalu | Naulumatua House, Nabouwalu |
| Savusavu | Justin Smith Building, Office 11, Mains Street, Savusavu |
| Taveuni | District Office Complex, Waiyevo, Taveuni |
| Lakeba | Lakeba Provincial Office, Tubou, Lakeba |
| Vunisea | Vunisea Government Station, PA's Office, Vunisea |
| Levuka | Lomaiviti Holdings Building, Beach Street, Levuka |
| Rotuma | Rotuma Government Station, Rotuma |
| Vunidawa | Vunidawa Government Station, Vunidawa |
| Keiyasi | Keiyasi Government Station, Keiyasi |