

This form should be used if you wish to update your address, telephone number and/or emergency contact details. It should also be used if you need to formally amend your student record to reflect your gender identity or if you have formally changed your name. **Updating your Personal Details with Bendigo TAFE, requires you to update your USI account FIRST.** Please refer to page 2 of this form for instruction, information and acceptable documents required to amend your record.

SECTION A: CURRENT PERSONAL DETAILS		(Please provide your current personal details)	
Student ID	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Telephone (Home)	<input type="text"/>	Telephone (Mobile):	<input type="text"/>
Course Code	<input type="text"/>	Campus	<input type="text"/>
Course Title	<input type="text"/>		

SECTION B: UPDATED PERSONAL DETAILS		(Please provide the details you need to amend)	
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Telephone (Home)	<input type="text"/>	Telephone (Mobile):	<input type="text"/>
Emergency Name	<input type="text"/>	Emergency Telephone:	<input type="text"/>
Emergency Address	<input type="text"/>		

SECTION C: REASON AND DOCUMENTATION	
<b>Reason for Change:</b>	
<input type="checkbox"/> Marriage	<input type="checkbox"/> Divorce <input type="checkbox"/> Name change <input type="checkbox"/> Administrative Error <input type="checkbox"/> Other _____
<b>Documentation Supplied:</b>	
<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Passport <input type="checkbox"/> Change of name certificate <input type="checkbox"/> Drivers Licence

SECTION D: STUDENT DECLARATION	
I declare that the information I have provided is true and correct. I will notify Bendigo TAFE immediately of any further changes to my personal details.	
I declare I have updated my details on the USI Registry	
Student Signature	Date
<input type="text"/>	<input type="text"/>

Office use only	Certified documentation sighted and attached by;
	Customer Service Officer <input type="text"/> Date <input type="text"/>

## Application to amend Personal Details information sheet

This page contains important information about updating the following details;

- Gender Identity
- Name

### Gender Identity

If your gender (sex) has been recorded incorrectly you may ask Bendigo TAFE to amend your records by visiting one of our Customer Service Centres in person.

You may ask us to change the gender on your student record if your changed gender is legally recognised and you are now living as your assigned gender. In order to make this change we must see a certified copy\* of one of the following;

- An updated birth certificate from an Australian Registrar of Births.
- A Victorian Registry of Births, Deaths and Marriages recognised details certificate
- A recognised details certificate, or equivalent, from any other Australian Registry of Births, Deaths and Marriages.

### Name Change

If you change your name legally, you must present a certified copy\* of your identity document to support your request. Types of documentation accepted differ depending on the reasons for the change. Please consult the table below for the appropriate form of evidence for your particular circumstance:

Reason for name change	Documents accepted
Marriage/Registered Relationship	<ul style="list-style-type: none"> <li>• Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)</li> <li>• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)</li> </ul>
Separation/divorce	<ul style="list-style-type: none"> <li>• Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)</li> <li>• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent) and</li> <li>• Birth certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)</li> </ul>
Name change	<ul style="list-style-type: none"> <li>• Deed poll – if name changed before 1 November 1986</li> <li>• Change of Name Certificate issued by the Registry of Births, Deaths and Marriages – if name changed after 1 November 1986</li> <li>• Overseas equivalent of either of these two document types</li> </ul>

\* A certified copy is one that has been verified to be a true copy by a witness after they have sighted the original. The person certifying the photocopy must sight the original document and include the following details on all pages that contain information:

- stamp or write, 'This is a true copy of the document sighted by me'
- sign, date and provide contact details (name, address and telephone number)
- the official stamp or seal of their organisation or their profession and organisation name.

A list of Authorised persons who can certify a document can be found at the Customer Service Centres.

#### Campuses:

Metropolitan: Broadmeadows, Docklands, Richmond, Moonee Ponds, Essendon  
Regional: Bendigo (City and Charleston), BTEC, Castlemaine, Echuca

ABN 74 802 942 886

CRICOS Provider: 01218G RTO Numbers: 3077

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