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## Step 1: Get the form

If you have changed your name, pronouns or gender completing our form is the best way to let us know.

You can:

- download and complete the form on your computer
- download the form on your computer and print it out
- contact us on 1800 800 110 and ask us to mail or email the form to you.

## Update your name, pronouns or gender form

- [Download the Update your name, pronouns and information about your gender form pdf file](#) - PDF 176.79 KB
- [Download the Update your name, pronouns and information about your gender form docx file](#) - DOCX 79.85 KB

## Step 2: Fill out the form

### Your preferred name, pronouns and gender

If you have changed your preferred name, pronouns or gender you can complete this form.

You don't need to give us evidence of these changes, but you do need to include the extra details the form asks for. This is so we can find your record to complete a security check before we update your information.

We don't use gender to prove your identity. Your other information helps us do that. Your listed gender will not impact your identity check.

### Your legal name

You can complete this form if you have changed your legal name.

You will need to give us evidence of your legal name change, like a:

- change of name by deed poll
- change of name document (Australian Registry issue only)
- marriage certificate (Australian Registry issue only).

### If you'd like someone else to fill out the form

You can ask someone to complete this form for you, but you must [provide consent](#) first.

You can give consent by:

- calling us on 1800 800 110
- submitting an enquiry through our [service hub](#)
- sending a letter to NDIA, GPO Box 700, Canberra ACT 2601
- filling out a [consent for a third party to act on behalf of a person form](#) .

### Step 3: Send your completed form to us

You can get your completed form (and evidence if you need to provide it) to us in the way that suits you best.

You can:

- submit your completed form through our [service hub](#) .
- mail it to us at NDIA, GPO Box 700, Canberra ACT 2601.
- deliver it in person to your [local office](#) .

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## Related information

### [How to tell us about a change of situation](#)

### [What is consent \(External website\)](#)

## How to give consent (External website)

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