

CHANGE OF PERSONAL DETAILS

It is a student's responsibility to ensure ACCCO is provided with current personal details of student. In the event personal details may change, we require supplementary evidence in some instances in order to update the changes. This form is to guide a student through the process of updating changes to personal details.

Student Name	
--------------	--

Change of details criteria		
Please select the relevant options from the below list:		
Change of name ^	Change of residential address ^	Change of postal address
Change of email	Change of phone number	Emergency contact
Other: Please outline in the space provided		

^Evidence will be required to support your request to change specific personal details.

Change of name	
I have legally changed my name	Not applicable
Previous name	
My new legal name	
Supporting evidence required	<p>Regulatory requirements require evidence to be provided to show a legal name change. Please ensure you provide a form of suitable evidence with your request form.</p> <p>Suitable evidence may include:</p> <ul style="list-style-type: none"> • Australian marriage certificate (not a ceremonial certificate) - Issued by relevant Registrar of Births, Deaths and Marriages • Australian civil partnership/relationship certificate - Issued by relevant Registrar of Births, Deaths and Marriages • Australian Change of Name certificate- Issued by relevant Registrar of Births, Deaths and Marriages • Australian birth certificate (amended with/without notations)- Issued by relevant Registrar of Births, Deaths and Marriages • Divorce papers (must show the name being reverted to) Issued by relevant court • Deed poll - Issued before 1 February 2004

Change of residential address	
My residential address has changed	Not applicable
Residential Address	
Postal address	My postal address is the same as my new residential address
	My postal address has not changed
	My new postal address is provided below:

CHANGE OF PERSONAL DETAILS



OUR TRAINING, YOUR CAREER, THEIR FUTURE

Supporting evidence for change of residential address	<p>Regulatory requirements require evidence to be provided to show a legal name change. Please ensure you provide a current form of suitable evidence with your request form.</p> <p>Suitable evidence may include one from the following:</p> <ul style="list-style-type: none"> • Contract of property purchase, lease/rental document, mortgage/land ownership certificate • Electricity, gas or telephone account • Queensland local government rates notice • Queensland land tax valuation notice • Queensland vehicle registration certificate • Renewal notice for Queensland driver licence or vehicle registration • Bank statement (with corresponding debit or credit card) -<i>Issued within the last 6 months</i> • Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card) • Official letter from Centrelink or the Department of Human Services
---	--

Change of emergency contact	
I have a new emergency contact person	Not applicable
Name	
Contact number (mobile)	
Relationship to me	
Change of email address	
I have a new email address	Not applicable
New email	
Change of phone number	
I have a new phone number	Not applicable
New number/s	
Student declaration	
I declare that to the best of my knowledge all information and documentation provided in support of this application is accurate and true, and I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my request for a change to my details, and may result in further disciplinary action being taken against me by Australian Child Care Career Options (ACCCO) Pty Ltd.	
Student signature	
Parent/Guardian signature required for students under the age of 18	Name:
	Signature
Date	

* Once completed this form with the relevant evidence (where applicable) is to be returned as outlined below**

Via email; or	Via post; or	In person
enrolments@accco.com.au	PO Box 1108, Fortitude Valley, QLD 4006	161 Brunswick Street, Fortitude Valley, QLD 4006