

Declaration for amendment of name on register

There is no fee for this process, but you do need to submit suitable documentation with your declaration.

Why do I have to provide identification?

ID is required to prevent fraud.

Confirm your identity

When submitting a declaration for amendment of name on the register you must enclose a **certified** copy of either:

- your New Zealand Driver's Licence (current or expired up to two years); **or**
- your New Zealand Passport (current or expired up to two years).

AND

- a **certified** copy of either deed poll certificate, or change of name certificate, or birth certificate showing both names issued by the Department of Internal Affairs.

What is a **certified** copy?

A certified copy of a document is one that has been officially declared to be a correct. This can be done by taking the original document and a good quality photocopy of it to a lawyer, Justice of the Peace or Court Registrar.

The lawyer, Justice of the Peace, or Registrar will check the photocopy against the original and then sign the photocopy to say they certify it as a true and correct copy of the original.

Declaration for amendment of name on register

Please complete in CAPITAL LETTERS

I (full name) _____

of (address) _____

(occupation) _____

Authorisation No. _____ **Date of Birth** _____

solemnly and sincerely declare that my name for the purposes of my registration/licensing be amended in the following register(s) pursuant to section 77 of the Plumbers, Gasfitters, and Drainlayer Act 2006.

Current name on register: _____

New name to appear on register: _____

Public register work address (required): _____

Public register work number (required): _____

Public register email address (if any): _____

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of applicant

Declared at _____ this _____ day of _____ 20____.

Justice of the Peace/Solicitor/Court Registrar (or other person authorised to take a statutory declaration)

Certified copy of NZ drivers licence or passport attached

Certified copy of evidence of name change document attached

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of amending your name on the register. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

Post your complete application to: PGDB, PO Box 10655, The Terrace, Wellington 6143

Emailed applications are not accepted.