Plumbers, Gasfitters and Drainlayers Board

Level 4, 45 Johnston Street
P O Box 10655, Wellington 6140
Tel 0800 743 262, 04 494 2970
www.pgdb.co.nz

Declaration for amendment of name on register

Please fill out this form if you need to update your name on the register.

There is no fee for this process, but you need to provide proof of your identity and evidence of your name change.

Please email this completed form and required documentation as separate PDFs to licensing@pgdb.co.nz.

What information do I have to provide?

When submitting a declaration for an amendment of name of the register, you must confirm your identity.

You will need to provide a certified copy of one of the following documents:

1. Your New Zealand drivers' licence (current or expired up to two years)
2. Your New Zealand passport (current or expired up to two years).

and a certified copy of one of the following documents:

1. Your deed poll certificate
2. Change of name certificate
3. 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 correct. This can be done by taking the original document and a good quality photocopy of it to **either**:

1. a lawyer, **or**
2. Justice of the Peace, **or**
3. Court Registrar.

They 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. This service is usually free of charge.

DECLARATION FOR AMENDMENT OF NAME ON REGISTER

APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

I, (full name):	
of (address):	
Occupation:	

Authorisation number:		**Date of birth:**	

I, 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 number (required):	
Public register work address (optional):	
Public register email address (optional):	

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:	
On this day of:	
Witnessed by: **(This must be signed by the Justice of the Peace, Court Registrar or Lawyer)**	
Name: **(Name of Justice of the Peace, Court Registrar or Lawyer)**	

STAMP OF JUSTICE OF THE PEACE, COURT REGISTRAR OR LAWYER:

CHECKLIST:	
☐	Certified copy of New Zealand drivers' licence or passport attached
☐	Certified copy of evidence of name change document attached

APPLICANTS DECLARATION:

By submitting this application, I declare that the information I have provided is true and correct.

Please see our Privacy Statement to understand how we collect, use, share and store your personal information, including when we collect it from others or verify it with third parties, and how you can access and correct your personal information.

Find our Privacy Statement at https://www.pgdb.co.nz/resources/website_privacy_statement/

☐	I have read and understand the Privacy Statement		
Applicants signature:		**Date:**	