



Change of Records – Maritime Products Only

Changes to address, name, vessel, engine, concession, medical condition

IMPORTANT: If you also hold a NSW driver licence, vehicle registration, combined licence and/or photo card, please complete the 'Change of Records - Road and Maritime Products' form instead and attend a Service NSW Centre or registry.

- You must provide original or certified copies of supporting documents to change name, pension concession status, medical conditions and some vessel details. Note: Change of name applications can only be submitted by mail or in person at any service centre or registry.
- Should you require further information call 13 22 13 or visit any registry or service centre. **Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 and ask for 13 22 13.
- Once this form is completed, please refer to page 2 for submitting details.

1. You must provide original or certified copies of supporting documents to change name, pension concession status, medical conditions and some vessel details. Note: Change of name applications can only be submitted by mail or in person at any service centre or registry.

Customer name

Note: To change your name, submit your application and required documents by mail or in person at any registry or service centre.

Documentation required:

- A full **or** primary identity document showing your original name **and**
- A secondary identity document showing your original or new name **and**
- One** of the following documents evidencing your name change:
 - Marriage certificate issued by the NSW Registry of Births, Deaths and Marriages or Interstate equivalent (*Commemorative Certificates are not acceptable*)
 - Divorce decree (*bearing the name being reverted to*)
 - Change of name certificate issued by the NSW Registry of Births, Deaths and Marriages
 - Deed Poll registered with the relevant authority
 - Document showing evidence of change of name registered in the Land Titles Office, or
 - Birth certificate showing the name at birth and your new name (*Commemorative Certificates are not acceptable*).

Customer address

Individuals - No documentation is required. Complete and submit this form, or phone 13 22 13.

Organisations - Letter authorising the change required on the organisation's letterhead and signed by a Director/Secretary/President/Chairperson.

Medical / Eyesight condition

- A letter or report from a medical practitioner stating that your medical condition/disability will not affect your ability to safely operate a vessel

Pensioner concession

- A copy of **both** sides of your pensioner concession card is required.

Vessel details - No documentation is required for changes to vessel details noted in Section 5 of this form. Complete and submit this form.

Engine details - No documentation is required. Complete and submit this form.

2. **Customer details** (include all **NEW** details)

Family name

Given name(s)

Organisation name (if applicable)

Residential address (PO box not acceptable)

Postcode

Postal address (if different from residential address)

Postcode

Email address

Daytime number

Fax number

After hours / mobile number

3. **Personal details**

Date of birth

 / /
day / month / year

Gender Male

Female

4. **Maritime details**

Boat licence number

or Vessel registration number

or

Mooring licence number

(continued next page)

Service NSW
Parkes Agency Business Centre
PO Box 21
Parkes NSW 2870

rms.nsw.gov.au

| 13 22 13

| F 02 8059 4470

| E maritime.parkes@service.nsw.gov.au

5. Vessel / Engine details (include all **NEW** details)

Note: Vessel/engine detail changes for commercial vessels **cannot** be notified using this form. Please contact Commercial Vessels on 13 12 56 for assistance

Vessel name
[]

Vessel model
[]

Hull colour
[]

Topside colour
[]

Engine manufacturer
[]

Fuel type
[]

Engine serial number
[]

Engine horsepower
[]

Tick applicable
 Inboard Outboard

Reason for engine change
(eg engine stolen / replaced / scrapped / traded-in / auxiliary motor)
[]
[]

6. Representative's Authority (if applicable)

This section must be completed if you send someone else to conduct business on your behalf

I declare that the person below is my authorised representative

Signature
[]

Date
[day / month / year]

Representative's details

NSW driver licence / customer number
[]

Name
[]

Address
[]
[] Postcode

Date of birth
[day / month / year]

Gender
 Male Female

Representative's signature
[]

Date
[day / month / year]

7. Privacy Statement

Under the *Marine Safety Act 1998* and the *Ports and Maritime Administration Regulation 2012*, Roads and Maritime Services may require a person to provide personal information in connection with the issue of a boat driving licence, aquatic licence, mooring licence or vessel registration. We are collecting your personal information to update your records with us and we may retain and use your personal information in connection with your licences or vessel registration and our regulatory functions.

We may disclose your personal information in respect of vessel accidents or incidents, for example to lawyers, insurance companies and investigators and to organisations assisting us with the recovery or rescue of vessels or persons. We may also disclose your personal information in order to verify it. Otherwise we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Roads and Maritime Services at 20-44 Ennis Road Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect.

8. Declaration

I declare that I am the customer referred to above and that the details provided in this form are true correct.

Signature
[]

Date
[day / month / year]

9. Submitting your form

Submit this completed form and **all** required documentation:

Note: If you are applying for a **change of name** you can **only** submit your form and documents in person or by mail.

In person: At any registry or service centre

By mail: Service NSW
Parkes Agency Business Centre
PO Box 21
Parkes NSW 2870

By fax: (02) 8059 4470

By Email: Scan and email this form and any supporting documents to:
maritime.parkes@service.nsw.gov.au

Roads and Maritime Services / SNSW Office Use

Proof of Identity Record

Stand alone or primary proof [] Secondary proof (if necessary) []

Document number [] Secondary proof issue or E/Date []

Document produced to prove change
[]

Date of issue or expiry date
[day / month / year]

RMS / SNSW location [] Issue centre number []

CSO / CSR signature
[]

Staff number [] Date [day / month / year]

Number of attachments
[]