



Update date of birth

Use this form to update your date of birth on our records. If we have recorded your date of birth incorrectly, you may ask us to change it.

! Before you complete this form

You may be able to correct your date of birth using our online services for individuals. You can login or register for online services from ato.gov.au/online

If you are unable to correct your date of birth online, you can visit a participating Australia Post outlet or phone us. We may be able to correct your date of birth over the telephone depending on your history of dealing with us and what documents we have seen in the past.

See **Find out more** in next column.

> Find out more

For more information, you can:

- phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday
- visit our website at ato.gov.au

If you phone, we need to know we are talking to the right person before we can discuss your tax affairs. We will ask you for details only you or someone you've authorised would know. An authorised person is someone recorded on our systems who can act on your behalf. If you can, have your tax file number (TFN) with you (see the privacy note in the declaration on page 3).

When completing this form

This form can be completed on screen. When complete, print, sign and date the declaration at the end of the form.

Make sure you provide acceptable supporting documents (see question 6).

If completing this form by hand:

- print clearly in BLOCK LETTERS using a black or dark blue pen only
- place **X** in ALL applicable boxes
- do not use correction fluid or covering stickers
- sign next to any corrections with your full signature (not initials).

Section A: Your details

1 What is your tax file number (TFN)? (See the privacy note in the declaration on page 3.)

2 What is your full name?

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

3 What is your postal address?

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

4 Has your postal address changed since you last dealt with us?

No Yes provide your previous address below.

Suburb/town/locality	State/territory	Postcode
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small>
Country if other than Australia		
<input type="text"/>		

5 What is your correct date of birth?

Day Month Year

/ /

6 What supporting document will you provide?

You will need to provide one of the following current supporting documents. It needs to be a certified copy. Certified copies of documents that you mail to us may not be returned to you. We may check the supporting documents you supply with the agencies that issued them. Place **X** in the applicable box.

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate All pages must be provided.
- Foreign birth certificate
- Foreign passport If your document is not in English, it will need to be translated into English.

 For more information on certified copies of documents, refer to:

- [Copies of documents – applicants within Australia](#)
- [Copies of documents – applicants outside Australia](#)

7 Is the supporting document in a previous name?

No

Yes You will also need to provide a document that shows how your name was changed (for example, a registered marriage certificate, deed poll or change of name certificate). It needs to be a certified copy.

Section B: Declaration – this section is compulsory

8 Who is the authorised person signing this declaration? (Complete all of the fields below)

- ! Only you or a person currently on our records as having authority to update these details can sign this declaration. If you would like another person to update your details on your behalf, they need to already be listed on our records.

Full name of signatory

Business hours phone number

Mobile phone number

Email address

Registered tax agent number (if applicable)

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new form.

- Penalties may be imposed for giving false or misleading information.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request tax file numbers (TFNs). We will use your TFN to identify you in our records. It is not an offence not to provide TFNs. However, if you do not provide a TFN, there may be a delay in processing this form.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

We may check the supporting documents you supply with the agencies that issued them.

I declare that the information given on this form is true and correct.

Signature

You MUST SIGN here

Date

Day / Month / Year
 / /

Lodging this form

You can lodge your completed application with current certified supporting documents to us by mailing it to:

Australian Taxation Office

PO Box 9942

MOONEE PONDS VIC 3039

- ! **Make a copy of your application for your own records before you lodge it.**

We will aim to process this form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. Do not lodge another form during this time.