

Privacy information

You can read our [privacy information here](https://www.cardinia.vic.gov.au/privacy). <https://www.cardinia.vic.gov.au/privacy> (This will open in a new window).

First name Required

Middle name Required

Last name Required

Phone number Required

Email address Required

Records to be updated

Which records would you like us to update? (Select one or more options) Required

- Rates information
- Kindergarten enrolment information
- Maternal Child Health (MCH) information
- Pet registration information
- Other

Complete this field if you have made a selection that includes 'Other' in *Records to be updated: Which records would you like us to update?*

Please tell us records for other services that need updating. **Required**

Complete this section if you have made a selection that includes 'Rates information' in *Records to be updated: Which records would you like us to update?*

Your Council property number

You can find this number on your rates notice, or by following the [instructions on this web page. https://www.cardinia.vic.gov.au/propertynumber](https://www.cardinia.vic.gov.au/propertynumber) (This will open in a new window).

Enter your Council property number **Required**

This is a 10-digit number

Your details to be updated

What personal information do you want to update? (You can select more than one). (Select one or more options)

Required

- Name – either first, middle or last name
- Street address
- PO Box address
- Mobile phone number
- Home phone number
- Work phone number
- Email address

Complete this section if you have made a selection that includes 'Name – either first, middle or last name' in *Your details to be updated: What personal information do you want to update? (You can select more than one).*

What was your previous name? (That is, the name we would have on file).

Your first name Required

Your middle name Required

Your last name Required

Complete this section if you have made a selection that includes 'Name – either first, middle or last name' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Attach proof of name change

Attach a copy of the relevant document/s below as proof of your name change (for example, your marriage certificate, change of name certificate or birth certificate).

Complete this field if you have made a selection that includes 'Rates information' in *Records to be updated: Which records would you like us to update?*

Attach document/s as proof of your name change. Required



Please attach all files to the end of this form before submitting it.

Complete this section if you have made a selection that includes 'Street address ' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Previous street address

Enter your previous street address (that is, the street address we would have on file).

Street address 1 Required

Street address 2 Required

Suburb Required

Postcode Required

Complete this section if you have made a selection that includes 'Street address ' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

New street address

Street address 1 - Required

Street address 2 - Required

Suburb - Required

Postcode - Required

Complete this section if you have made a selection that includes 'PO Box address ' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Previous PO Box address

What was your previous PO Box address?

PO BOX - Required

Suburb --- Required

Postcode - Required

Complete this section if you have made a selection that includes 'PO Box address ' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

New PO Box address

What is your new PO Box address?

PO BOX Required

Suburb -- Required

Postcode -- Required

Complete this section if you have made a selection that includes 'Home phone number ' in *Your details to be updated: What personal*

information do you want to update? (You can select more than one).

Update your home (landline) phone number

What was your previous home phone number?

What is your new home phone number?

Complete this section if you have made a selection that includes 'Mobile phone number' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Update your mobile phone number

What was your previous mobile phone number?

What is your new mobile phone number?

Complete this section if you have made a selection that includes 'Work phone number' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Update your work phone number

What was your previous work phone number?

What is your new work phone number?

Complete this section if you have made a selection that includes 'Email address ' in *Your details to be updated: What personal information do you want to update?* (You can select more than one).

Update your email address

What was your previous email address?

What is your new email address?

End of form

Don't forget to attach all files before submitting this form