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Step 1: Get the form

You can complete the form below to let us know you've changed your name, pronouns or gender. This is the best way to let us know about these changes.

You can:

- download and complete the form on your computer
- download the form on your computer and print it out
- contact us on 1800 800 110 and ask us to mail or email the form to you.

Update your name, pronouns or gender form

Download the update your name, pronouns or gender form:

- Update your name, pronouns and information about your gender form (PDF 176.79 KB)
- Update your name, pronouns and information about your gender form (DOCX 79.85 KB)

Step 2: Fill out the form

Your preferred name, pronouns and gender

You don't need to give us evidence of these changes, but you do need to include the extra details the form asks for. This is so we can find your record to complete a security check before we update your information.

We don't use gender to prove your identity. Your other information helps us do that. Your listed gender won't impact your identity check.

Your legal name

You'll need to give us evidence of your legal name change, like a:

- change of name by deed poll
- change of name document (Australian Registry issue only)
- marriage certificate (Australian Registry issue only).

You can ask someone else to fill out the form for you

You can ask someone to complete the form for you, but you must provide consent first.

You can give consent by:

- calling us on 1800 800 110
- submitting an enquiry through our service hub
- sending a letter to NDIA, GPO Box 700, Canberra ACT 2601
- filling out a consent for a third party to act on behalf of a person form.

Consent for your NDIS information form

Download the consent for your NDIS information form:

- Consent for your NDIS information form (PDF 589KB)
- Consent for your NDIS information form (DOCX 87KB)

Step 3: Send your completed form to us

You can send your completed form (and evidence if you need to provide it) to us in the way that suits you best.

Use our service hub

Submit your form through our service hub .

Send in the mail

Mail your form to NDIA, GPO Box 700, Canberra ACT 2601.

Deliver in person

Deliver your form in person to your local office.

Related information

How to tell us about a change of situation

What is consent (External website)

How to give consent (External website)

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