**SM1.1.4**

**Change of Details Form**

**Use this form**

* if you wish to change your personal details in the RTOs records database. Please ensure that changes to your personal details matches your record on the USI Registry.

You will not receive your certificate or statement of attainment from National First Aid if your personal details do not match with the USI Registry. Go to [www.usi.gov.au](http://www.usi.gov.au) to update your details.

**Submitting this request**

Email your completed form to: [nfaadministration@nationalfirstaid.com.au](mailto:nfaadministration@nationalfirstaid.com.au)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current details** | | | | | | | | | | | |
| First name |  | | | | | | | | | | |
| Last name |  | | | | | | | | | | |
| Date of birth | Day | |  | | Month |  | | | | Year |  |
| Residential address | Street address | |  | | | | | | | | |
| Suburb/town | |  | | | | | | Postcode | |  |
| Home phone |  | | | | Work phone | |  | | | | |
| Mobile |  | | | | Email | |  | | | | |
| **Change of name** (change will need to match your USI record) | | | | | | | | | | | |
| Previous family name |  | | | Previous given name | | | |  | | | |
| New family name |  | | | New given name | | | |  | | | |
| **Change of emergency contact** | | | | | | | | | | | |
| Contact name |  | | | Relationship | | | |  | | | |
| Home phone |  | | | Mobile | | | |  | | | |
| **Change of home address** | | | | | | | | | | | |
| Home address | | Street address |  | | | | | | | | |
| Suburb/town |  | | | | | | Postcode | |  |
| **Change of mailing address** (all correspondence will be sent to your mailing address) | | | | | | | | | | | |
| Mailing address | | Street address |  | | | | | | | | |
| Suburb/town |  | | | | | | Postcode | |  |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that, to the best of my knowledge, the information on this form is correct and complete. | |
| Signature |  |
| Date |  |