

Update your name, pronouns, and information about your gender

Use this form if you're a participant or applicant and want to update your legal name, preferred name, pronouns and information about your gender or if you need to do this on behalf of someone else. For example, if you are an authorised representative for a participant. Once we've updated your record, we will use these updated details when we speak with you. If you have not updated your legal name, we'll use your preferred name whenever we speak with you, with a few exceptions. For more information see our [Fact Sheet - updating your name, pronouns, and information about your gender](#). To make sure we can accurately process your request, please provide as much information as possible.

How to return this form:

There are a few ways you can return this form to us:

- **In person:** Visit a **Local Area Coordinator**, **Early Childhood Partner** or **NDIS office** in your area
- **NDIS Portal:** upload completed form
- **Email:** enquiries@ndis.gov.au
- **Mail:** NDIA, GPO Box 700, Canberra ACT 2601.

Next steps

Once you let us know about an update to your name, pronouns or information about your gender, we'll contact you within 30 days to confirm we've made the changes you asked for.

Part A: Applicant or Participant information

If you are updating your/an applicant or participant's legal name, please review [Fact Sheet - Evidence of Identity](#) for information about supporting evidence to provide with this form.

You don't need to provide evidence to update your/an applicant or participant's preferred name.

The reason we ask for some of these extra details is so we can find your/the applicant or participant's record and call you to complete a security check before we update your information.

If you are an authorised representative completing this form on behalf of an applicant or participant, please enter the applicant or participant details below and continue to **Part B**.

Form

| | |
|--|--|
| Preferred name This is the name you want us to use when we speak with you. | |
| Previous legal name (if applicable) | |
| Current legal first name | |
| Current legal middle name | |
| Current legal last name | |
| Date of birth | |
| NDIS number | |
| Phone Number | |

Note: There are limited situations where we'll still use a participant or applicant legal name. For more information see our [Fact Sheet - Updating your name, pronouns and information about your gender.](#)

Updating your pronouns, title and information about your gender (if applicable)

In this section, you can let us know your/the applicant or participant's pronouns, title and information about your gender (if applicable).

| | |
|---|--|
| What are your pronouns? For example: he/they, she/they | |
| What title would you like us to use (if any)? For example: Mr. Ms, Mx | |
| Gender For example: Male, Female, Non-Binary, Other-Please specify, prefer not to say | |

If the details in this form have brought up difficult feelings, please reach out to your support network. For immediate crisis support contact:

- **Lifeline:** [lifeline.org.au](https://www.lifeline.org.au) or 13 11 14

For support specifically around topics of gender and pronouns, QLife is available 3pm-12am every day:

- **QLife:** [qlife.org.au](https://www qlife.org.au) or 1800 184 527

If you are the applicant or participant, go to [Part C](#). If you are an **authorised representative**, you will need to complete [Part B](#) and [Part C](#).

Part B: Authorised representative information (if applicable)

Please provide your details in this section if you are completing this form on behalf of the applicant or participant:

- if they are under 18 years old and you have parental responsibility for them.
- if you are their authorised representative, such as a guardian, plan nominee or legally appointed decision maker.

You will need to:

- complete **Part A**, **Part B**, and
- provide evidence of your authority to act on the person's behalf (unless this has already been provided).

If **the applicant or participant asked you** to fill in this form for them, you will need to:

- complete **Part A**, **Part B**, and
- provide **evidence of the applicant or participant's express consent to act on their behalf**. They can do this by completing a [consent for a third party to act on your behalf form](#) and sending this to us, or contacting us and giving verbal consent.

We need this information to help protect privacy. We use it to **confirm your identity** and make sure the participant or applicant has given their permission (we call this **consent**) for you to act on their behalf.

Form

| | |
|---|--|
| First name | |
| Last name | |
| Date of birth | |
| Contact phone number | |
| Relationship to the person For example: child representative, plan nominee. | |
| Organisation and employee number or logon details (if you are completing this form as part of your job) | |

Part C: Signature and declaration

I confirm that the information provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence
- this information is protected by law and can only be given to someone else where Commonwealth law allows, or requires it, or where I give permission.

| | |
|-----------|--|
| Full name | |
| Signature | |
| Date | |

Privacy and your personal information

Collection of your personal information

The National Disability Insurance Agency (NDIA) would like some personal information from you to simplify your engagement with the NDIS. Any personal information you provide to the NDIA is protected under the *National Disability Insurance Scheme Act 2013* and the *Privacy Act 1988*. You can also ask to see what personal information (if any) we hold about you at any time and can seek correction if the information is wrong.

Form

Personal information use and disclosure

The NDIA will use your information to support your involvement in the NDIS.

The NDIA will NOT use any of your personal information for any other purpose or disclose your personal information to any other organisations or individuals (including any overseas recipients), unless authorised by law or you provide your consent for us to do so.

The NDIA's privacy policy describes

- how we use your personal information.
- why some personal information may be given to other organisations from time to time.
- how you can access the personal information we have about you on our system.
- how you can complain about a privacy breach, and how the NDIA deals with the complaint.
- how you can get your personal information corrected if it is wrong.

You can read the policy at the www.ndis.gov.au/privacy.

Personal information storage

The NDIA uses an Australian Government computer system to store personal information. System users, other than NDIA staff, may at times be able to see your name when they perform program duties, however they can't record, use or disclose information, and they will not know if you become an NDIS participant. State or territory government officials may also have personal information access as part of the agreement between governments to assist the states and territories in their NDIS evaluation.